# JFK Redevelopment Event Space Reservation Form

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Organization: |  |  |
| Address: |  |  |
|  | Street Address | Suite or Floor |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

## Event Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Event: |  | Date of Event: |  |

|  |  |  |
| --- | --- | --- |
| Venue Space:  | [ ]  Community Information Center, Max 50(sitting) – 75 (standing)  |  [ ]  JFK Airport – Bldg 14, Max 75 (sitting) – 100 (standing) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Time of Event: |  |  End Time of Event:  |  | # of Attendees: |  |

|  |
| --- |
| Purpose of Event: |

|  |  |
| --- | --- |
| Equipment/Space Needs: | ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| Events must be directly related to the JFK Redevelopment. Please use the space below to describe how your proposed event complies with this requirement: |

|  |
| --- |
|  |

## Signature

|  |
| --- |
| Disclaimer (See Reverse Page) |
| Signature: |  | Date: |  |

**If you have any questions regarding this form, please email** **jfkredevelopment@panynj.gov** **or call us at**

**718-244-3834. Thank you.**

Disclaimer

To reserve space at the JFK Redevelopment Community Information Center or JFK International Airport, Building 14 the following must be met:

1. Proposed events/meetings must have a nexus to the JFK Redevelopment Program. All requests will be subjected to careful review by the JFK Redevelopment Outreach Team.
2. Renter agrees to set-up and remove all items belonging to the renter at the conclusion of the event (including outside decorations). JFK Redevelopment Community Information Center is not responsible for any items remaining after the event that belong to the renter or the renter’s guests.
3. Renter and/or caterer agree to leave facility and grounds clean or in the condition in which they were found when the doors were opened for set-up.
4. Tables and chairs must be cleaned and returned to their proper areas and/or racks.
5. All decorations, food and drink container products and all trash must be collected in plastic bags. For all events serving food, Renter and/or Caterer shall collect all trash generated from the event on the night of the event.
6. Caterers must leave all food preparation and serving areas neat and clean. This includes, but is not limited to, the kitchen and all other surfaces used which have food or spillages, including all floors.
7. Renter will reimburse JFK Redevelopment Community Information Center at cost for the labor, supplies, and/or equipment needed or expended should JFK Redevelopment Community Information Center find it necessary to do further cleaning, removals or repairs to return the area to its original condition.