

Complete and Return to:
Attn: Kae Anderson
Garden Center Rental
NKCDC
2515 Frankford Ave
Philadelphia, PA 19125

Include the following:
Facility Rental Agreement
Proof of Insurance
Liquor Permit (if applicable)
Deposit Check
Fee Check (separate from deposit)

Date _____

NKCDC Garden Center Facility Rental Agreement

Name of Organization/Applicant _____

Contact Person _____

Phone No. (w) _____ (h) _____

Address _____
(Street Address) (City) (State) (Zip Code)

Date(s) Desired _____ Hour(s) _____ to _____

Event _____

Estimated No. of people attending Youth _____ Adults _____ = _____

Will there be an admission charge? _____ Will alcohol be served? _____ Sold? _____

Garden Center Rental	Fee:
Non-Profit/Community Group	\$25/hour
All other	\$50/hour
Damage Deposit (refundable)	\$200

Please make checks payable to NKCDC memo line – Garden Center .

TERMS AND CONDITIONS: The undersigned hereby makes application to NKCDC for use of the Garden Center located at 1825 Frankford Avenue, and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the Garden Center, the surrounding property, and to hold NKCDC, its officers, employees and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form and in the rental guidelines.

The completed facility rental agreement with a **damage deposit of \$200** is required before the premises may be reserved. A new application must be filed each calendar year for reoccurring annual events.

Applicants must provide adequate chaperons, as determined by the NKCDC, for any function that is attended by any person under the age of 18 years. If liquor is served, the applicant may need to obtain a permit or license from the Commonwealth of Pennsylvania Liquor Control Board, as well as insurance coverage as outlined below.

All groups must leave the grounds in a clean and satisfactory condition. Any organization damaging or destroying NKCDC property will be held responsible for repairs or replacement. In the event of damages or cleaning being required, applicant will accept NKCDC's estimate of the amount incurred.

The following are strictly forbidden: illegal drugs, weapons

INSURANCE: If liquor is consumed, the organization/applicant shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. NKCDC is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of NKCDC.

Upon NKCDC's request applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operation; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

If the organization/applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier. In any case, the organization/applicant must provide a Certificate of Insurance evidencing the required insurance before using the Garden Center.

CLEANING PROCEDURES: The renting organization is responsible to clean and leave the premises in the same condition as when it arrived. All cleaning must be done immediately after the event. The cost of any cleaning or repairs required by NKCDC will be charged to the organization/applicant. Applicant shall provide all trash bags and remove bags from Garden Center premise upon event completion. NKCDC staff is on hand to oversee the operation. The renting organization is responsible for the set up and break down of their event. Please be sure the remove the any trashes from the bathroom assure that the bathroom is returned to its initial condition.

AFTER-HOURS EMERGENCY PROCEDURE: The Garden Center facility is owned and maintained by the NKCDC. Should you require immediate assistance during your event, please contact: **Director of Economic Development, Kae Anderson 215.427.0350 X 136 or 484-695-6157**

Applicant Signature _____
Date

FOR OFFICIAL USE ONLY			
Approvals:			
EcoDev _____	Date _____	Comments: _____	
ExecDir _____	Date _____	Comments: _____	
Authorized to Refund: _____ Yes _____ No		Check # _____	Dated _____
Initials _____		Date _____	