



TIMOTHY J. HOFFMAN  
ACTING CITY CLERK

## CIVIC CENTER APPLICATION

### City of Hackensack

65 Central Avenue  
P.O. Box 608  
HACKENSACK, N.J. 07602-0608  
(201) 646-3940  
Fax: (201) 457-1466  
[www.hackensack.org](http://www.hackensack.org)

CITY COUNCIL

CASEEN GAINES, MAYOR  
AGATHA TOOMEY, DEPUTY MAYOR  
ROBERTO DIAZ  
PHILIP CARROLL  
SONYA CLARK-COLLINS

## Civic Center Application

Application for use of the Civic Center shall be filled out completely and accurately along with any supplemental documentation requested. Once completed, please return form to the Hackensack City Clerk's Office. The complete form can be emailed to [cityclerk@hackensack.org](mailto:cityclerk@hackensack.org)

### Applicant Information

Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is your organization a non-profit 501c3?    Y / N

Contact Person Name: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

**\*\*ALL DATES AND TIMES ARE SUBJECT TO AVAILABILITY OF THE CIVIC CENTER \*\***

Reservation Date(s):

\_\_\_\_\_  
Reservation Time(s):

If you are requesting multiple dates and times, please limit them to a period of 6 months. Civic Center will only be booked in 6 months blocks. It is the responsibility of the applicant to re-new the application on time. If any changes are made within that time frame to dates and times, additions or deletions of events or classes, the Clerk's Office must be notified in writing of these changes.

**How many people are you expecting?** \_\_\_\_\_

- Maximum Occupancy is 280 people if standing, 200 people with chairs and 166 people with tables and chairs. Be advised, parking is very limited.

Please provide details of the event you are planning to hold:

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### **Proof of Insurance**

Proof of Insurance must be a \$1 million dollar policy naming the City of Hackensack additionally insured.  
**Please attach a copy of insurance documentation.**

Insurance Company:

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Telephone Number: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Monetary Coverage: \_\_\_\_\_

### **Accommodations Needed – Please advise how many will be needed**

Tables : \_\_\_\_\_

Chairs: \_\_\_\_\_

Kitchen \_\_\_\_\_

\*Health Department authorization may be needed for use of kitchen

Parking \_\_\_\_\_

## Rules and Regulations

- The fee to use the Civic Center is \$50 made payable to the City Clerk. Priority will be given to City business and functions, ICAL educational programs, Hackensack based organizations and non-profit organizations.
- Additional fee for janitorial services is \$40 per hour. Janitor services are mandatory if food and drinks will be served.
- **ALCOHOLIC BEVERAGES ARE PROHIBITED.**
- The Civic Center is **NOT** to be used for parties or events of that sort.
- No City property, including, other locations, supplies, equipment or tools, are to be used or assumed to be available unless given prior written consent.
- The Health Department needs to be notified if food is going to be sold.
- Parking is available in the two rows closest to the Civic Center and across the street in the Employee Parking lot during hours in which City Hall is closed for business. No one shall park in a Police Department's spaces.
- The Civic Center must be left in the same orderly condition as it was upon arrival. All damages and clean up fees will be billed to the event host in the event the premise is not found in satisfactory condition.
- Violation of the rules and regulations will result in the rejection of future applications and cancellation of any in effect.
- In the event the City needs usage of the Civic Center, outside events are subject to be cancelled. The City reserves the right to make changes in as little as 24 hour notice.
- The City of Hackensack reserves the right to review each application and accept or deny usage of the Civic Center based upon this application form.

## Agreement to Terms

The organization, by signing this application, agrees to the terms set form above and assumes full responsibility for any damages to the property and to pay for any damages incurred.

Date: \_\_\_\_\_

Name (Print):

\_\_\_\_\_

Signature:

\_\_\_\_\_

Title:

\_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Approval**

Granted/Denied: \_\_\_\_\_

Reason:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**City Clerk's Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_

Applicable Fees: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Hold Harmless Agreement Received: Y / N

City Manager Approval (if needed): \_\_\_\_\_

D.P.W. Notified (if needed): \_\_\_\_\_

Police Notified (if needed): \_\_\_\_\_

Comments:

\_\_\_\_\_

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\_\_\_\_\_