

NJ STATE MUSEUM / WAR MEMORIAL ROOM RENTAL APPLICATION

THIS IS *NOT* A CONTRACTUAL AGREEMENT. FORMAL CONTRACT WILL FOLLOW PENDING APPROVAL OF APPLICATION.

Organization/Presenter/Renter: _____

Address: _____
Street City, State, Zip

Requested date(s) for event: _____

Is this a non-profit organization? If so, please provide proof of non-profit status such as a copy of tax exempt certificate from the Internal Revenue Service (IRS).

Non-Profit *Cert received* _____ For-Profit Government Organization
Date/Initials Rental Staff

Event Contact: _____
Daytime telephone: _____
Evening telephone: _____
Fax: _____
E-mail _____

Billing Contact: _____
Daytime telephone: _____
Evening telephone: _____
Fax: _____
E-mail _____
Billing Address (if different than above): _____

7. Title of Event: _____

8. Brief description of event:

9. Start time of event: _____

10. End time of event: _____

11. Number of total hours needed for event (set-up, load-in/load-out, etc.): _____

12. Number of Guests: _____

13. Please check which rental space you desire:

War Memorial

- George Washington Ballroom (499 capacity without tables)
- Patriots Theater Stage *
(add on to GW Ballroom, only if you desire theater rental; please fill out the Theater Rental Application)*
- Delaware River Room (299 capacity without tables)
- Turning Point Conference Room (49 capacity)
- Woodrow Wilson Board Room (49 capacity)
- Other _____

New Jersey State Museum

- Riverview Court (150 capacity) (not available Monday-Friday, from 8 am to 3 pm)
- Auditorium (390 capacity)

14. Will you serve alcoholic beverages to your guests? Yes____ * No____
* License to serve alcohol required.

15. Will you need additional day/time for load-in, deliveries, rehearsal, load-out? Yes_____ No____

16. Will you require Audio Visual equipment? Yes____ No____

If Yes, please provide brief description of equipment needed:

Please note: The Rentals Manager, in consultation with the client, determines the labor requirement for each event. Client may request an estimate of labor costs prior to the signing of the contract. The crew fees include room set-up and breakdown, as well as equipment management.

No event may be advertised or announced to the public until a fully executed contract has been approved. Events advertised before Contract is approved by The Rentals Manager risk cancellation.

The New Jersey State Museum or War Memorial names or logos may not be used without written permission from the Executive Director of the New Jersey State Museum.

The use of the New Jersey State Museum or War Memorial facilities implies neither endorsement nor sponsorship of an event.

Please return application via mail: Rentals Office
New Jersey State Museum
PO Box 530
Trenton, NJ 08625-0530
via Fax: 609-292-7636
via Email: Rentals.NJSM@sos.nj.gov

Applicant Signature: _____

Title: _____

Date: _____

*For further information or to ensure your fax was received,
please call 609-984-8484 or email Rentals.NJSM@sos.nj.gov*

For Use by Rentals Office:

Date received: _____

Approved: _____ Yes No Reason: _____