



Parsippany PAL Rental Reservation Instructions

Please follow the instructions below in order to confirm your rental. All items are due by the deadline as listed below. More specific due dates to certain items will be listed on the contract. If you are unsure of a due date, please contact the Parsippany PAL prior to submitting any items.

1. **Sign Contract** – Please review the contract sent to you and submit back to the PAL. Be sure to read it thoroughly as there are important notes to be aware of along with the details of your event including dates, locations, and times. Be sure to sign in the appropriate locations. You must submit within 5 business days of receiving it. The due date for the contract will be listed on the top right corner of the contract. We will accept it via email or postal mail. If you send it via postal mail, please follow up within 1-2 business days to be sure we received it. Failure to submit on time or meet all required instructions may result in loss of your reservation.

2. **Certificate of Liability Insurance** – The PAL requires TWO certificates of liability insurance. Please submit two copies. We will accept it via email or postal mail. If you send it postal mail, please follow up at least 1 week after being sent to confirm we have received it. Failure to submit both copies with the requirements below to the PAL at least 60 days prior to your event date may result in loss of reservation.
 - a. Copy 1 – The certificate holder MUST have the Parsippany PAL listed at the certificate holder as show below.
 - i. Parsippany PAL, 33 Baldwin Road, Parsippany NJ, 07054
 - b. Copy 2 – The certificate holder MUST have the Township of Parsippany listed at the certificate holder as show below.
 - i. Township of Parsippany , 1001 Parsippany Road, Parsippany NJ, 07054

3. **Fire Permit Application** - As per your contract, it will state if a fire permit is required. If it is not required, please skip this step and go to the next one. If a fire permit is required, fill out the attached Fire Permit Application and submit to the PAL. The application may request a floor plan sketch, please follow the next step for those details if required by the contract you received. If a floor plan is required, the township fire prevention department will review your floor plan and review the setup of your event on your event date. We will accept it via email or postal mail. If you send it via postal mail, please follow up at least 1 week after being sent to confirm we have received it. The application is due to the PAL at least 60 days prior to your event date. Failure to submit it filled out correctly and on time may result in the loss of reservation.



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- 4. Floor Plan Sketch/Drawing** - As per your contract, it will state if a floor plan sketch is required. If it is not required, please skip this step and go to the next one. If a floor plan is required, sketch out the setup of your room on the blank one provided to you. You **MUST** included all tables, chairs, if anything else discussed for the room setup. This plan will be reviewed by the PAL and their staff will use it to setup the room for your event. Please keep in mind if a fire permit application is required per your contract, the township of Parsippany's fire prevention department will come to your event to review your setup. If it doesn't meet their requirements, they may ask adjustments be made on the spot. We will accept it via email or postal mail. If you are unsure of your setup, the PAL may have samples for your to review and can email you to assist. If you send it via postal mail, please follow up at least 1 week after being sent to confirm we have received it. The application is due to the PAL at least 60 days prior to your event date. Failure to submit it filled out in detail and on time may result in the loss of reservation.
- 5. Payment** - Payment can be made by credit card or checks. The due dates for all payments will be listed on the last page of your contract. The deposit will be due on the same day as your signed contract. The due date is listed on the top right corner of the first page of the contract as well as in the payment section on the last page. Failure to submit the deposit by that date will cause the reservation to expire out and become available to others to reserve. Payments must be made by those dates or failure to submit on time may result in loss of reservation. Payment must be made in full no less than 30 days prior to the event date. If payment is not made in full, it may be cancelled.

If you have any questions regarding the above instructions or your reservation, please email Ashley at Ashley@ParsippanyPAL.org. Be sure to reference your permit number located on the top right corner of your contract.