



# POLICE ATHLETIC LEAGUE PARSIPPANY-TROY HILLS



## PAL RENTAL REQUEST

**ORGANIZATION/BUSINESS NAME:** \_\_\_\_\_

**ORGANIZATION ADDRESS:** \_\_\_\_\_  
(MUST MATCH COI)

**CONTACT PERSON:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**EVENT DATE PREFERENCE:** \_\_\_\_\_  
IF YOU DON'T HAVE A SPECIFIC DATE, PUT A PREFERRED DATE OF THE WEEK.

**ESTIMATED AMOUNT OF PEOPLE:** \_\_\_\_\_

**ACTUAL EVENT START & END TIME:** \_\_\_\_\_

**SET UP START TIME:** \_\_\_\_\_  
(THE TIME YOUR GROUP WOULD LIKE TO ENTER THE ROOM FOR YOUR SETUP. IF TABLES AND CHAIRS ARE REQUIRED, THEY WILL ALREADY BE SETUP UPON ARRIVAL.)

**BREAK DOWN END TIME:** \_\_\_\_\_

**ROOM PREFERRED:** GYM 1      GYM 2      APR  
CIRCLE PREFERRED SPACE; IF YOU NEED MORE THAN 1; CIRCLE ALL THAT APPLY. (GYMS: 8000 Sq. FT OR APR 6000SQ. FT.)

**HOW MANY TABLES DO YOU NEED?** \_\_\_\_\_ **CHAIRS?** \_\_\_\_\_

**WILL YOU BE SERVING FOOD AND BEVERAGES?**      YES      NO

**WILL THERE BE ALCOHOL AT YOUR EVENT?**      YES      NO  
INCLUDES B.Y.O.B., SELLING OR PROVING IT.

**DESCRIPTION OF EVENT:** PLEASE INCLUDE AS MUCH DETAIL AS POSSIBLE.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE CHECK OFF MEDIA EQUIPMENT NEEDED:** (ADDITIONAL FEES APPLY.)

<input type="checkbox"/>	PROJECTOR	<input type="checkbox"/>	SPEAKERS	<input type="checkbox"/>	PROJECTION SCREEN	<input type="checkbox"/>	2 MICROPHONES	<input type="checkbox"/>	4 – 50 FT EXTENSION CORDS
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RENTAL REQUESTS MUST BE SUBMITTED IN PERSON OR VIA EMAIL TO [INFO@PARSIPPANYPAL.ORG](mailto:INFO@PARSIPPANYPAL.ORG). ALL REQUESTS MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO THE FIRST EVENT DATE. PLEASE ALLOW 4 BUSINESS DAYS FOR A RESPONSE.

v. June 2021

33 BALDWIN ROAD • PARSIPPANY-TROY HILLS • NJ 07054

[WWW.PARSIPPANYPAL.ORG](http://WWW.PARSIPPANYPAL.ORG)

973-335-0555