



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.)

SPEAKERS	1 MICROPHONES	4 – 50 FT EXTENSION CORDS
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RENTAL REQUESTS MUST BE SUBMITTED IN PERSON OR VIA EMAIL TO 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

973-335-0555