



Lawrenceville Main Street
17 Phillips Avenue.
Lawrenceville, NJ 08648
Phone: 609.219.9300
Fax: 609.219.9301

Weeden Park, located at the corner of Craven Lane and Route 206 in Lawrenceville, New Jersey. Over the years many people have enjoyed the park, which is home to Lawrenceville Main Street's Music in the Park. The park is maintained by a group of volunteers from Lawrenceville Main Street.

SUGGESTED EVENTS

- Wedding Ceremonies
- Photographs of Wedding Parties
- Reunion Photos
- Team Building
- Etc.

Thank you for your interest in having your event at Weeden Park.

Please contact the Executive Director in order to reserve your date. ***All events are subject to approval.***

Once a date has been reserved with the office the following information will need to be completed and return.

- Review the information below to make sure all arrangements are to your specification.
- Initial all areas that are indicated on page 2, 3, and 4
- Return a signed copy of the Facility and Rate Agreement by _____
- Return a signed copy of the Hold Harmless Agreement by _____
- For your records keep a copy of the Facility & Hold Harmless Agreements
- Submit your deposit by _____

Your tax deductible donation goes directly to support Lawrenceville Main Street.

Regards,
Lawrenceville Main Street
17 Phillips Avenue
Lawrenceville, NJ 08648
609-219-9300



Facility Information Rates and Agreement

Date Of Event		Time Needed	
Contact Person		Deposit Amount	
Address		Music	
Phone Number		Food	
E-mail Address		Rentals	
Number of People Expected	Office to complete this section.	Extra Charge per hour over 50 people	
Location Of Event		Date Deposit Is Needed	
	All donations are tax deductible.	TOTAL AMOUNT OF DEPOSIT	

Hours/ Cost: Two Hour Minimum \$200 suggested donation

Number of people in attendance: Under 50 No Additional Charge
 51-Over \$50 per hour min. two hours

(Lawrenceville Main Street representative to be on site, amount due with deposit.)

All donations are tax deductible.

Location: Weeden Park is located off Craven Lane behind the US Post Office.

Park Hours: Sunrise to Sunset
 All events must end including breakdown & clean up at sunset.

MapQuest: One Craven Lane, Lawrenceville, NJ 08468

Deposit: Tax deductible payment is due in FULL upon signing of agreement.

Payment: Cash, Check, or Visa/Master Card Charge is accepted.
 Checks make payable to: Lawrenceville Main Street "Weeden Park"

Refunds: Full amount will be granted if event is cancelled 60 days prior to the event.
 Half the amount will be granted if event is cancelled 30 days prior to event.

Park Information: _____ **INITIAL HERE**

Weeden Park is located in the Village of Lawrenceville. The Lawrenceville School owns the property and Lawrenceville Main Street manages the use of the grounds.

The general public has access to the park 24 hours a day 7 days a week. Private parties may reserve the park for special events however, the public may at anytime go onto the premises.

- Use string/ribbon to tie decorations to trees and gazebo (NO NAILS OR WIRES)
- Remove all decorations within 24 hours of the event
- Use bird seed ONLY to congratulate (NO RICE)

What is included: _____ **INITIAL HERE**

Use of Gazebo

- Use of 110v. power located in Gazebo
- Use of entire park
- Parking located at Post Office, On Street Parking and Parking lot located across the street from the post office

What is NOT included: _____ **INITIAL HERE**

- No restrooms
- No additional lighting, power or running water
- No rentals of any kind
- Garbage removal - is the responsibility of the party responsible of signing this agreement.
- All garbage must be removed off the premise at conclusion of event
- No garbage is permitted in the Post Office dumpster
- Clean-Up of entire park is the responsibility of the party responsible signing this agreement

Rentals: _____ **INITIAL HERE**

Lawrenceville Main Street does not have any items available for rental.

Any outside company may be used for your rental needs; however this is the sole responsibility of the person signing this agreement. Lawrenceville Main Street will not have any responsibility or doings with this outside agent which includes the ordering, receiving, picking up, inventory and payment of any and all rented items.

Food Vendors: _____ INITIAL HERE

No food or beverages of any type are permitted.

Music: _____ INITIAL HERE

Music is permitted but without any type of amplification.

Lawrenceville Main Street must be notified of music. The following information will need to be placed on the Gathering Permit; name of the band, type of music, number of musicians and times they will be playing.

Lawrenceville Main Street will not have any responsibility or doings with this outside music agent which includes the contracting, ordering, set-up, and payment. It is the responsibility of the person signing this agreement to make all music arrangements with the contracted company.

Gathering Permit: _____ INITIAL HERE

30 days prior to the event a Gathering Permit will be completed by Lawrenceville Main Street and submitted to the township when the group size is over 50 persons and/or should you intend to serve any food or beverage. The food vendor & music intent must be named when completing the Gathering Permit. Should you not provide this information in a timely manner the township may not issue the permit in time for your event. Should this happen Lawrenceville Main Street will not be held responsible. Once Lawrenceville Main Street receives the Gathering Permit they will turn it over the person responsible for signing this contract.

Posting of Gathering Permit: _____ INITIAL HERE

The day of the event the person who is responsible for signing this agreement, or other person they assign must post the Gathering Permit in the window on the shed located in Weeden Park. At the end of the event the Gathering Permit may be discarded.

Police Coverage/Porto Lavs/Other Costs: _____ INITIAL HERE

Depending on the number of people in attendance at your event, Lawrence Township may mandate that you hire police officers for traffic and security purposes. The Health Department may require Porto-Lavs for your guests. Any and all other services that the Township deems necessary will be your responsibility to hire, pay and coordinate. Lawrenceville Main Street is not responsible for any requirements set forth by the department.

Hold Harmless: _____ INITIAL HERE

I have read and signed the Hold Harmless Agreement. I understand that I need to return the Hold Harmless Agreement along with this Facility Agreement and payment by the agreed mentioned date.

Please keep copy of this agreement and the Hold Harmless Agreement for your records.

Sign below and initial in the areas indicated above. Once you have done this please return this agreement and the Hold Harmless Agreement along with your deposit to the Lawrenceville Main Street Office.

Print Name

Signature

Date

ENCLOSED ARE:

- My tax deductible payment
- Signed copy of the Hold Harmless Agreement
- Signed copy of this Facility Agreement
- My initials where indicated above