

JFK Redevelopment Event Space Reservation Form

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Organization: _____

Address: _____
Street Address Suite or Floor

_____ *City State ZIP Code*

Phone: _____ Email _____

Event Details

Name of Event: _____ Date of Event: _____

Venue Space: Community Information Center, Max 15 (sitting) – 20 JFK Airport – Bldg 14, Max 33 (sitting or standing) (standing)

Start Time of Event: _____ Event End Time _____ # of Attendees: _____

Equipment/Space Needs: _____

Purpose of Event:

Priority Consideration will be given to events with a nexus to the JFK Redevelopment Program. Please use the space below to describe how your proposed event is related to the JFK Program:

Signature

Disclaimer (See Reverse Page)

Signature: _____ Date: _____

Disclaimer

To reserve space at the JFK Redevelopment Community Information Center or JFK International Airport, building 14 the following must be met:

1. Priority consideration will be given to proposed events/meetings that have a nexus to the JFK Redevelopment Program and/or community benefit based. All requests will be subjected to careful review by the JFK Redevelopment Outreach Team.
2. Renter agrees to set-up and remove all items belonging to the renter at the conclusion of the event (including outside decorations). JFK Redevelopment Community Information Center is not responsible for any items remaining after the event that belong to the renter or the renter's guests.
3. Renter and/or caterer agree to leave facility and grounds clean or in the condition in which they were found when the doors were opened for set-up.
4. Tables and chairs must be cleaned and returned to their proper areas and/or racks.
5. All decorations, food and drink container products and all trash must be collected in plastic bags. For all events serving food, Renter and/or Caterer shall collect all trash generated from the event on the night of the event.
6. Caterers must leave all food preparation and serving areas neat and clean. This includes, but is not limited to, the kitchen and all other surfaces used which have food or spillages, including all floors.
7. Renter will reimburse JFK Redevelopment Community Information Center at cost for the labor, supplies, and/or equipment needed or expended should JFK Redevelopment Community Information Center find it necessary to do further cleaning, removals, or repairs to return the area to its original condition.
8. Renter is responsible for all event costs, except for incidental costs related to use of the space.
9. Reservation form should be submitted 7-10 days in advanced.
10. The JFK Redevelopment Community Information Center has implemented the Port Authority's COVID-19 safety protocols to help keep everyone safe and healthy. We ask that all visitors please wear face masks at all times while on premises.

*****If you have any questions regarding this form, please email jfkdevelopment@panynj.gov or call us at 718-244-3834. Your event is not reserved until you receive a confirmation from the JFK Redevelopment Outreach Team.**