

# THE PROSPECT HEIGHTS COMMUNITY FARM

262 St. Mark's Avenue Bklyn NY 11238

## GARDEN EVENT APPLICATION

This application must be completed & submitted to the Event Coordinator or Administrative coordinator at least two weeks prior to any event or film / photo shoot. The request is subject to the approval of a majority of the gardeners.

The Prospect Heights Community Farm relies solely on neighborhood individuals who volunteer their time to keep the garden green, well maintained and a safe place. Your cooperation is essential.

- The event applicant is responsible for all guests and any damages to garden property. Since the garden is a fragile place, all guests must read and abide by the Garden Guidelines posted on the gate.
- The garden requests a \$20.00 deposit which we will refund to you after your event. We ask for this deposit to insure that all groups follow the guidelines and clean up properly after their event. If you would like to make a donation to the garden, it will help us greatly in our efforts to maintain permanent green space in NYC for this neighborhood.

### PLEASE PRINT

Date of event: \_\_\_\_\_ Hours of event: \_\_\_\_\_ to \_\_\_\_\_

1. Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Describe Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What areas of the Garden will you use? \_\_\_\_\_  
\_\_\_\_\_

4. Do you plan to use any equipment? \_\_\_\_\_  
\_\_\_\_\_

5. How many participants? \_\_\_\_\_

6. Garden Member present during event: \_\_\_\_\_

I HAVE READ AND UNDERSTAND THIS APPLICATION. IF THIS APPLICATION IS APPROVED, I WILL BE RESPONSIBLE FOR ANY DAMAGES TO THE GARDEN.

Signature: \_\_\_\_\_ date: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Date received: \_\_\_\_\_ Date returned: \_\_\_\_\_