

APPLICATION FOR USE OF LAMONT-DOHERTY FACILITIES

Name _____

Event Name _____

Desired Date _____

Hours Needed _____

The standard fee for using Lamont facilities,ie: seminar rooms, is \$1000.00 per day.

For large events,i.e. weddings etc, the fee will be determined upon the number of guests. Lamont Hall can only accommodate small events. All larger events (over 50 guests) must be outside. There is also a refundable deposit of \$300 (returned after event).

Location of any structures (tents, dance floors etc) must be preapproved. There is limited access to electricity and water. All events with over 50 guests will be required to rent portable restroom facilities. We require the name and phone number of your caterer or event planner and at least one onsite visit so all plans can be discussed and placement of tents etc. can be approved.

If for any reason we deem that extra security or a facilities person has to be on grounds during the event you will be charged an hourly rate of \$50.00.

Approximately 2 weeks before the event we will need a list of all guests attending, a Certificate of Insurance naming the Trustees of Columbia University in the amount of \$1million -\$3million respectively. Also a letter stating you accept liability for guests and that you will return grounds to the condition they were in. If you do not clean up grounds, you will forfeit the \$300 deposit and be held liable for any additional expenses incurred.

Please sign and date your application below and submit with both checks,one for \$300.00 and the second for \$1000.00 paid to the order of The Trustees of Columbia to:

Lamont Doherty Earth Observatory
PO Box 1000
61 Rt 9w
Palisades, NY 10964
Att: Patricia Temple

If you have any questions or concerns please feel free to call.

Patricia Temple
845-365-8842

Signature _____

Date _____