

**APPLICATION FOR THE USE OF LAURELWOOD ARBORETUM**  
**725 Pines Lake Drive West, Wayne, NJ 07470**

Name: \_\_\_\_\_

Organization, if applicable: \_\_\_\_\_

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

Cell Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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 Date(s) Requested: \_\_\_\_\_

Between the hours of: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

Number of people: \_\_\_\_\_

*25 max for Wedding Ceremony*

*49 max for Knippenberg Center for Education*

Proof of Liability Insurance required for Professional Photographer and/or Limo Service: \_\_\_\_\_

It is understood that if this application is granted, the applicant will assume sole responsibility for the preservation of said grounds, liability for any damages incurred, or loss of property that might occur, and for due observance of all regulations of the Department of Parks and Recreation governing the usage of Wayne Township property as set forth in the accompanying rules. The applicant agrees to indemnify and hold harmless the Township of Wayne and Friends of Laurelwood Arboretum, its agents, servants and employees from any and all claims for any injury sustained by any person or to any property in the use of the facility. The applicant further agrees to defend, at his own expense, any such claims or lawsuits instituted by third parties, which obligations or liabilities might otherwise accrue against the Township of Wayne or Friends of Laurelwood Arboretum. The applicant has had an opportunity to review this clause and has had an opportunity to have legal counsel review same. No vehicles will be driven through the arboretum.

**No date is officially reserved without receipt of application and donation.**

**Outdoors in the Arboretum**

- \*Professional Photo Shoot (1 hour) Donation \$100 \_\_\_\_\_
  - \*Wedding Ceremony (including Photo Shoot) Donation \$250 \_\_\_\_\_
  - Motor Cart Usage, with driver Donation \$50 \_\_\_\_\_
  - \*Event (refer to Policies for Use of Laurelwood Arboretum) Donation \$100 \_\_\_\_\_ Nonprofits \$50 \_\_\_\_\_
- \*\*Additional fees may apply

\*Desired location within the arboretum: \_\_\_\_\_

*Please note that due to the nature of our paths, it is best to wear or bring sneakers/flats.*

\*\*Security Deposit of \$200 required

**Indoors at the Knippenberg Center for Education**

- Meeting or Event (refer to Policies for use of Knippenberg Center) Donation \$200 \_\_\_\_\_  
 (except for Wayne-based nonprofit members)
- Local Businesses, upon approval Donation \$500 \_\_\_\_\_
- Caretaker (2 hour minimum) Donation \$25/hr \_\_\_\_\_

**PO Box 2433 \* Wayne NJ 07474-2433 \* 973-831-5675 \* [www.laurelwoodarboretum.org](http://www.laurelwoodarboretum.org)**

Friends of Laurelwood Arboretum Inc. is a 501 (c) (3) nonprofit corporation