

Makefield Crossing Tenant Events

Our Makefield Crossing team is excited to offer our recently renovated outside areas for tenant events! Please provide the following information.

Confirm date and time of event:

Expected number of attendees:

Event description (please include important details not covered below)

Will your event include the following (please include specifics):

Catering, food truck(s), or tenant-supplied food? List vendors if provided by 3rd party.

Tent, tables/chairs? List vendors if provided by 3rd party. ****Stakes are not to be used to secure tents or other equipment.***

Alcohol supplied by vendor, or alcohol supplied by tenant? List vendors if provided by 3rd party.

Entertainment? List vendors if provided by 3rd party.

PLEASE READ

- Your event request will be approved after receipt of a signed use liability agreement along with valid proof of insurance (COI) from your company and any vendors. We must receive your and your vendors' valid COI at least 48 hours before your event. Insurance requirements are outlined on the following page and in the use liability agreement template provided to you. In order to be valid, the COI must list the correct Certificate Holder and Additional Insureds as outlined in Exhibit B of the template. ***If we do not receive valid COIs 48 hours prior, your event will not be approved.***
- Proof of insurance referencing your event must be provided as outlined in the use liability agreement. If your company is providing alcohol, host liquor liability must be included on the event insurance.
- Proof of insurance must be received from any 3rd party vendors prior to the event date. If vendor is providing alcohol, liquor liability must be included.

Insurance Requirements

For South Deck Events

Certificate Holder:

Lower Makefield Corporate Center – South Campus Condominium Association
c/o RPO Property Management, LLC
800 Township Line Road, Suite 175
Yardley, PA 19067

The following shall be named as Additional Insureds:

RPO Property Management, LLC
Lower Makefield Corporate Center – South Campus Condominium Association
Liberty 770 Makefield South Properties LLC
Liberty 790 Makefield South Properties LLC
Liberty 800 Makefield South Properties LLC
Community Bank
Orrstown Bank
Each lender secured by the Property
Each entity controlled by, under the control of, under common control with and/or majority owned by, any of the foregoing

For North Courtyard (game area) Events:

Certificate Holder:

Yardley Newtown Corporate Center Condominium Association
c/o RPO Property Management, LLC
800 Township Line Road, Suite 175
Yardley, PA 19067

The following shall be named as Additional Insureds:

RPO Property Management, LLC
Yardley Newtown Corporate Center Condominium Association
Liberty Stony Hill Properties LLC
Citizen's & Northern Bank
Each lender secured by the Property
Each entity controlled by, under the control of, under common control with and/or majority owned by, any of the foregoing

A certificate of insurance must be provided at least 48 hours prior to the beginning of the event on the premises.

Notice of Cancellation: The certificate of insurance must provide a definitive 30 day notice in the event of cancellation or material change in policy terms and conditions.