



# New Britain Borough

45 Keeley Avenue ~ New Britain, PA 18901

phone: 215-348-4586 ~ fax: 215-348-5953

secretary@newbritainboro.com

www.newbritainboro.com

## Burkart Hall Rental Application

**\$25.00 Rental Fee:** To cover cleaning and maintenance expenses associated with making this room available there is a \$25.00 Rental Fee which is due when submitting your completed application. Please make check payable to: **New Britain Borough**

**To rent our meeting room facility, you must provide one of the following:**

- A \$100.00 Security Deposit
- A Certificate of Insurance naming New Britain Borough as a Certificate Holder
- The name of a Borough Representative to vouch for your character as a responsible representative of your organization or company \_\_\_\_\_

**Meeting Purposes:** Should be limited to organizational meetings and educational seminars. All other uses must be pre-approved by the Borough Manager.

**Refreshments:** You may provide refreshments at your event, however, you and your group are responsible for cleanup and trash disposal.

**~ No Alcoholic Beverages are Permitted in the Meeting Room at Any Time**

Date: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Signature: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

Borough Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** Any Scheduled Official New Britain Borough meetings take precedent over any and all meeting date requests.