



New Britain Borough

45 Keeley Avenue ~ New Britain, PA 18901

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

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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.