



# New Britain Borough

45 Keeley Avenue ~ New Britain, PA 18901  
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secretary@newbritainboro.com

## Burkart Hall Rental Application

### \$30.00/Day Rental Fee

Make check payable to: **New Britain Borough**.  
The Rental Fee covers cleaning and maintenance expenses.

#### 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 Permitted in the Burkart Hall 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:** Scheduled Official New Britain Borough meetings take precedent over all rental requests.