



New Britain Borough

45 Keeley Avenue ~ New Britain, PA 18901
phone: 215-348-4586 ~ fax: 215-348-5953
secretary@newbritainboro.com

Burkart Hall Rental Application \$30.00/Day Rental Fee

Check payable to: **New Britain Borough.**
(The Rental Fee covers cleaning & 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 Staff or Council Member* to vouch for your character as a responsible representative of your organization or company:

(*Someone with a key who is available to open the meeting room for your event)

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.