



# New Britain Borough

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## 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:

- \$100.00 Security Deposit or
- Certificate of Insurance naming New Britain Borough as a Certificate Holder or
- 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*)

Name of Person with a key: \_\_\_\_\_

**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.

**NOTE: 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:** Official New Britain Borough meetings take precedent over all rental requests.