



# New Britain Borough

45 Keeley Avenue | New Britain, PA 18901 | 215-348-4586 | 215-348-5953 f  
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## Burkart Hall Rental Application

**\$40.00/Event Rental Fee**

Check payable to: **New Britain Borough**

**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.

**PLEASE NOTE: No Alcoholic Beverages Permitted in the Burkart Hall Meeting Room at Any Time**

Today's Date: \_\_\_\_\_

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

**Event Date:** \_\_\_\_\_ **Time In:** \_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub> **Time Out:** \_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

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

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

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

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

Contact's Phone #: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Contact's Signature: \_\_\_\_\_

Borough Approval: _____ Date: _____
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**Please Note:** Official New Britain Borough meetings take precedent over all rental requests.