

RESERVATIONS

Today's Date: _____

Contact Name: _____

Phone # _____

Address: _____

Rental Fees for Town Hall Classroom & Pavilion

Reservations are for 2 hours, each additional hour requires another fee.

	Fee	Each additional hour fee	Deposit
Newton Town Resident	\$15	\$5	\$35
Non-Resident	\$25	\$5	\$50
Groups 250-500	\$50	\$15	\$50
Groups over 500	\$150	\$15	\$500
Pavilion Kitchen	\$15		
Audio/Visual Equipment	\$15		
Service Fee to unlock/lock building after hours	\$10		

- Deposits will be returned to renter if all garbage is in containers, the tables and chairs are put away, and the floor and kitchen (if rented) are cleaned satisfactorily. And no damage has occurred to the facilities.
- Separate checks should be written, one for the rental fee and one for the deposit. Deposit checks will then be returned or destroyed upon a passing inspection.

Reservation Date: _____

Start & End Time: _____

Does it need to be unlocked: YES / NO Time: _____ Notes: _____

Group Size: _____

Resident
 Non- Resident
 Community Group (No Fee)

Check Box	Facility/ Equipment	Fee
	Pavilion	
	Pavilion Kitchen	
	Town Hall Classroom	
	Audio/Visual Equipment	
	Metal Chairs (no fee)	
	Service Fee	
	Group Fee	
	Additional hour fee...	
	_____ extra hours X fee	
	Rental Fee Total	
	Deposit Fee	

Mail Back / Destroy (circle one)

Office Use

Marked on Calendar

Online Calendar

Amount Paid _____
 Cash / Check / Card

Date Paid _____

Post Inspection Date: _____

By: _____

Notes: _____

Deposit returned: Yes / No

Date: _____