Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreement:**

**Policies and Regulations**

By signing below I acknowledge receipt of the Community Room Policies and Regulations and agree to follow and be bound by its terms.

**Deposit**

A $100 deposit is required for all room rentals. The deposit will be refunded to the renter within 14 days of the rental date as long as all terms and agreements have been followed and there is no damage to the facility, property or equipment as determined by the staff.

**Reservation and Payment**

Room reservations will be made upon receipt of the $100 deposit. Final payment is required a minimum of one week prior to the reservation date.

**Room Capacity:**

The community room capacity is 170 with chairs; with tables and chairs 79 people and the Kasey Lander Room capacity is 25 people. Room assignment is based upon the expected number of attendees and set-up specified in the room reservation request. It is understood that the room reserved has a capacity limit and that the numbers of attendees will not exceed that limit. The NCC reserves the right to change room if attendance is larger or smaller than anticipated.

**Cancellations:**

Cancellations must be made at least 7 days prior to the event to receive a full refund.

Cancellations made fewer than 7 days prior to the event date will result in a 20% cancellation fee.

 \_\_\_\_ Podium \_\_\_\_ Screen \_\_\_\_ LCD Projector

 \_\_\_\_ Speaker \_\_\_\_ Microphone \_\_\_\_ Other

 \_\_\_\_ TV Unit \_\_\_\_ Easel

 Community Room \_\_\_\_\_\_ hours at $60.00 per hour

 = \_\_\_\_\_\_\_\_\_\_\_\_ total rental fee

 Kasey Lander Children’s Room \_\_\_\_\_\_ hours at $30.00 per hour

 = \_\_\_\_\_\_\_\_\_\_\_\_ total rental fee

\*after hours are available upon request

**Charges and Payments**

Room Charge: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Services: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Charged Due: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please make check payable to: Newport Cultural Center*

 Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Are you non-profit? \_\_\_\_\_\_\_\_ If yes, supply exempt certificate

 Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Group Information**

**FACILITIES USE AGREEMENT**

 **Room to Reserve (Check Desired Room or Rooms)**

 **Audio/Visual Equipment Reserved at No Charge (check)**

 **Room Supplies**

 Number of chairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of tables: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Reservation Date:**

 Is this event private? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Is this event open to the public? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Number of Attendees anticipated: \_\_\_\_\_\_\_\_\_\_\_\_\_

Set up time

Event Start time

Event End time

Event End time

 **Meeting Date and Information**



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director@newportclturalcenter.org