



# Application For Rental Of Hall/Meeting Room

905-953-5300 ext. 2751  
E-mail: halls@newmarket.ca

General Information		
Name Of Applicant:		
Name Of Organization:		Non- profit:
Mailing Address:		
Postal Code:		
Email:		
Primary Phone:		
Type Of Event/Meeting:		Public Event:
Title Of Meeting (For Display Purposes):		
Number Of Participants:		
Room/Facility You Are Requesting:		
Date(s) Of Event:		

Rental Details		
<i>Charges for the room are based on hourly rates. Your setup and cleanup time must be included in the requested rental time.</i>		
Arrival Time:		
Exit Time:		
If Applicable -Are Kitchen Facilities Required?	Yes:	No:
Are You Serving Alcohol? (Special Occasion Permit is required).	Yes:	No:
<i>For any Event - Liability Insurance naming the Town of Newmarket as Additional Insured is mandatory</i>		
Will you be purchasing Liability Insurance through the Town of Newmarket or through your own provider?	Town:	Own Provider:

# Application For Rental Of Hall/Meeting Room

905-953-5300 ext. 2751  
E-mail: halls@newmarket.ca

## Layout Information and Room Setup Diagrams

Tables and chairs will be setup in the room/hall prior to your access time.

Please select one of the following generic setups for the room.  
Rectangular tables are 6 by 2.5 Ft. The layout can be changed up to 14 prior to the event.

Theatre



Classroom



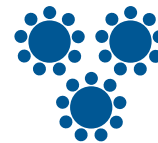
U-Shape



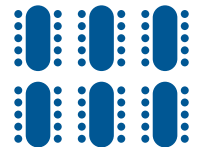
Boardroom



Banquet  
Round



Banquet  
Rectangle



No Tables or Chairs		Theatre	
Classroom		U-Shape	
Board Room		Banquet Room	
Banquet Round (Community Centre and Lions Hall only)		Banquet Rectangle	

## Music Licensing Fees

Will there be music played?	Music:	Dancing:	Both:	None:
-----------------------------	--------	----------	-------	-------

*\*Please be aware SOCAN & Re:Sound Federal Tariff fees **will apply** if Music or Dancing is selected.*

## Cancellation Policy

*14 Days notice in writing is required for cancellation after confirmation is recieved.  
All booking changes are required 14 days prior to the booking/event date.*

## Signature

Date:	
Signature: (Must be 18 years or older)	