



905-953-5300 Ext. 2608
Fax: 905-953-5113 E-mail: halls@newmarket.ca

APPLICATION FOR RENTAL OF HALL/MEETING ROOM

NAME OF APPLICANT:		
NAME OF ORGANIZATION:		<input type="radio"/> Non-Profit
MAILING ADDRESS:		
POSTAL CODE:		
EMAIL:		
HOME/CELL PHONE:		
WORK PHONE:		

TYPE OF EVENT/MEETING:		
NUMBER OF PARTICIPANTS:		
ROOM/HALL YOU ARE REQUESTING:		
DATE(S) OF EVENT:		
START/END TIME OF EVENT:		ACCESS TIME:

If applicable -Are Kitchen Facilities Required? Yes No

Are you serving alcohol? Yes No

For any event - Liability Insurance is mandatory

Will you be purchasing Liability Insurance through the Town of Newmarket or through your own provider?
 Town Own provider

Room Set-up by the Town Required? Yes No

If Yes, please choose a preferred set up...

- Boardroom Style Classroom Style with Head Table Open Square Style
 Regular Banquet Style Theatre Style with Head Table

Will there be music played and/or dancing? music music & dancing none
*Please be aware SOCAN/Resound Tariff fees may apply

Applicant Signature: _____ Date: _____