Newmarket

Application For Rental Of Hall/Meeting Room

905-953-5300 ext. 2126
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		
Charges for the room are based on hourly rates. Your setup and cleanup time must be included in the requested rental time.		
Arrival Time:		
Exit Time:		
If Applicable -Are Kitchen Facilities Required?	Yes: ☐	No: ☐
Are You Serving Alcohol? (Special Occasion Permit is required).	Yes: ☐	No: ☐
For any Event - Liability Insurance naming the Town of Newmarket as Additional Insured is mandatory		
Will you be purchasing Liability Insurance through the Town of Newmarket or through your own provider?	Town: ☐	Own Provider: ☐

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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



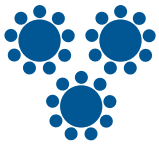
U-Shape



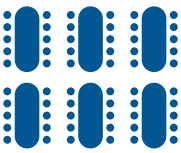
Boardroom



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)	

Recreation & Culture
Town Of Newmarket
395 Mulock Drive, L3Y 4X7
www.newmarket.ca/rentals