



**Borough of Newport  
Veteran's Memorial Park Pavilion Rental**

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

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

City, State, Zip Code: \_\_\_\_\_

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

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

Rental Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**RENTAL FEES:**

**SMALL PAVILION**

- Small Pavilion: 1 – 4 hours.....\$ 50.00
- Small Pavilion: All Day.....\$ 75.00

**LARGE PAVILION**

- Large Pavilion: 1 – 4 hours.....\$ 100.00
- Large Pavilion with Kitchen Privileges: 1 – 4 hours.....\$ 150.00
- Large Pavilion: All Day.....\$ 125.00
- Large Pavilion with Kitchen Privileges: All Day.....\$ 175.00

**LARGE VENUE EVENTS**

- Large Venue Events: 1 – 4 hours.....\$ 250.00
- Large Venue Events: All Day.....\$ 350.00

**CLEANING DEPOSIT**

- Cleaning Deposit: Required (Returned if Rental is left in same condition).....\$ 50.00

TOTAL RENTAL COLLECTED AT TIME OF RESERVATION.....\$ \_\_\_\_\_



TOTAL RENTAL PAID AT TIME OF RESERVATION....\$ \_\_\_\_\_ Cash/Check # \_\_\_\_\_

By signing this request, you agree to the following:

- The pavilion is rented to you in clean condition.
- No alcoholic beverages or tobacco products are permitted on the premises.
- All trash must be disposed of in trash cans and debris off the floor before you vacate premises.
- Cleaning Deposit will only be returned if premises are left in clean condition.
- 24-hour Cancellation Notice Required. If not adhered to, Cleaning Deposit will be forfeited.

Renter Signature: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Borough Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Deposit Returned      Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Borough Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Not Returned      Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Borough Representative: \_\_\_\_\_ Date: \_\_\_\_\_