

## Newton Masonic Associates 460 Newtonville Ave, Newton, MA <u>Building Use Request Form</u>

Contact person:       Phone:         Email:	1.	Name of Masonic body making	request:	
Mailing address:         2. If you are a group who is not associated with the Newton Masonic Building, the following questions are required:         Who will be the person monitoring the building and event?         Name:       Phone:         Email:       Phone:         (please note this person must be familiar with the building and approved by the NMA board)         OR         Sponsoring Masonic body associated with the building and agrees to monitor building:         (Cannot be a youth group)         Contact Person:       Phone:         Email:       Phone:         3. What is the date you are requesting?       End time:         Hours of use: Start time:       End time:         (Visit www.newtonmasonic.org to access the building calendar.)       4. What is the type of use for request? (Check one)         Special communication       Table Lodge       Lodge social       Fundraiser         Other:       (please describe below)       5. Is the event going to be catered?       Yes       No.         6. If yes who is the caterer:       Caterer's contact information:       Caterer's Certificate of Insurance)         7. Is this event open to the public?       Yes       No       8. Will alcohol be served?       Yes       No	Conta	ct person:	Phone:	
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8. Will alcohol be served?  Yes  No	7.	Is this event open to the public?	□Yes □No	
9. How many people will be attending? (estimated)				
	9.	How many people will be attend	ding? (estimated)	



## Newton Masonic Associates 460 Newtonville Ave, Newton, MA

(Building Use Request Form, continued)

10. What part of the building will you be using?
Dining hall & Kitchen (\$200.00)
Lodge Room (\$150.00)
All: Lodge hall, Dining hall and Kitchen (\$300.00)
(All special events not associated to regular use are charged a fee for use.)

11.Will there be entertainment? Yes No Describe:\_\_\_\_\_

12.Please describe your event if you have checked the Other box in question 4.