

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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9. How many people will be attending? (estimated)				
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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.