



NEWTON-CONOVER AUDITORIUM

Reservation Form

PO Box 1354 / 60 West 6th St

Newton, NC 28658

Phone: (828) 464-8100

E-mail:

info@newton-conoverauditorium.org

Name of Group or Organization: _____

Title of Event (to be used in promotion): _____

Mailing Address: _____ Contact Name: _____

_____ Phone Number: _____

_____ FAX Number: _____

_____ Email: _____

Type of event/meeting: _____

Admission / Ticket Price: _____

Beer: _____ Wine: _____ Concessions _____ Other: _____

If you are planning to serve alcoholic beverages, you will need to contact our office for permission and you should be prepared to purchase a permit from ABC, costing approx. \$125.

_____ **Check here if your \$100 Reservation/Damage Deposit is enclosed.**
(check or money order made payable to NCA)

All of the information requested on this form is important, so please be as thorough as possible.

Return this form and deposit to the address below to reserve your event:

Newton-Conover Auditorium

PO Box 1354

Newton, NC 28658

By signing this I acknowledge that I have received the “USAGE POLICY Governing The Use of Facilities” (7 pages).

Signature

Date

Before submitting this Application, you must have called the office at 828-464-8100 and cleared your requested reservation date/s.

DATE Requested: _____ Space(s) requested: Auditorium _____ Gallery: _____
Total estimated number of people involved in event: _____ *(see below)
Estimated number of attendees or audience: _____ Public or Private Event? _____
Reservation TIME From: _____ To: _____ ***(see below)
Public starting time _____ Public ending time _____

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IMPORTANT

* Unless this is a MEETING or RECEPTION or an event that you are sure of the number of attendees, in this estimated number DO NOT include audience or attendees for a performance. Please *estimate* only the number of people that will be in the facility on that specific date, aside from the general audience or attendees. This DOES include anyone working “behind the scenes”, performers, teachers, volunteers, facilitators, organizers, crew, etc.

** The **TIME** is the request time to have the building open for set-up and take-down. If the Newton-Conover Auditorium representative is required to be present after the reservation time, there is a charge of \$200 per extra hour.

If there are additional dates requested beyond the provided spaces above, please make a copy of this page and attach