



Room Rental Information

Our centrally located facility offers affordable, air-conditioned rooms perfect for meetings, celebrations, and special events. Guests will enjoy our beautiful space, ample parking, and the scenic Fairfield Hills Campus. Availability varies by room and date.

Rental Inclusions

- Setup & breakdown of tables and chairs
- Custodial cleanup after your event
- Free Wi-Fi and access to technology-equipped areas
- Tables and chairs for up to 200 guests
- Multi-Purpose Room 3 provides a projector screen and audiovisual equipment.

Policies & Fees

- **Security Deposit:** 25% of the total rental fee due at booking
- **Final Payment:** Due 1 week before the event
- **Over 100 guests:** \$150 garbage fee & Fire Marshal approval
- **After Business Hours:** \$375 cleaning & \$150 event supervisor fee
- **Cleanup deadline (1 AM):** \$500/half-hour late fee applies
- **Certificate of Insurance (COI) Required:** For qualifying events (30 days prior)

Setup, Decor & Cleanup

- Decorations must be removed after the event
- Only mounting putty or painter's tape may be used (*no thumbtacks, scotch tape, etc.*)
- No confetti, open flame, or kegs

Equipment Access

- **Mic & Sound System:** Available only with Multi-Purpose 1,2&3
- **Projector Screen:** Available only in Multi-Purpose 3
- **Locker rooms and changing areas:** Not included in private rentals
- **The applicant:** Must be in attendance for the entire duration of the event
- **Floor plan layout:** Must be submitted and approved by NCC at least one week in advance



Food & Alcohol Policies

- **Food:** For public food service, the caterer must be approved by the *Newtown Health District*
- **Alcohol:** For public alcohol service approval from the *CT Department of Consumer Protection* is required
- **Alcohol rules:** Only allowed in Multi-Purpose rooms, must end no later than 11:00 PM
- **No alcohol in undesignated areas or parking lots**

Payment Details

- Credit card must be on file
- Check or credit card accepted (no cash)
- **Cancellations:**
 - **14+ days prior:** Full refund
 - **Less than 13 days:** Deposit forfeited
 - **Weather-related:** Determined case-by-case basis

Space	Hourly Rate		Seated	Lecture Style	Sq. Ft.
	Weekday (M-Th)	Weekend (F-Sun)			
Meeting Room	\$25.00	\$30.00	14		498
Kitchen	\$35.00	\$35.00			
Art Studio	\$35.00	\$45.00	30		654
Activity Room A	\$45.00	\$50.00	30	70	610
Health & Wellness	\$45.00	\$55.00			1,598
Multi-Purpose 1	\$85.00	\$95.00	40	133	927
Multi-Purpose 2	\$95.00	\$105.00	60	207	1,445
Multi-Purpose 3	\$110.00	\$120.00	100	380	1,941
Multi-Purpose 1&2	\$135.00	\$145.00	120	340	2,372
Multi-Purpose 1,2&3	\$175.00	\$185.00	200	618	4,313

Full day of Multi-Purpose 1, 2 & 3 Room Package

Time Frame: 10 am - midnight

Cost: \$2,000

**This includes the garbage fee, additional cleaning fee, event supervisor fee, and access to the patio*

Patio: \$200 for 4 hours or \$85 with rental of Multi-Purpose rooms

Host Your Event With Us!

Scan the QR code to fill out the Room Rental Request Form





Room Rental Rules

At the Newtown Community Center, we're committed to providing a safe, welcoming, and well-maintained space for your event. Please review and follow the rules below to ensure a smooth experience for you, your guests, and our facility.

General Rules & Regulations

- **Supervision:** Children must have appropriate adult supervision at all times
- **Laws & Regulations:** All local, state, and federal laws must be followed
- **Smoking:** Smoking is strictly prohibited inside the building

Safety & Facility Regulations

- Capacity limits set by the Fire Marshal will be strictly enforced
- Do NOT block fire exits with decorations, tables, chairs, or other items
- Propane gas or grills are strictly prohibited inside the building
- No pets or animals are allowed inside, except for service animals
- No cleats or sneaker "wheelies" (*rollerblade sneakers*) are allowed in the building
- Patio doors must remain closed and cannot be left ajar
- Tables and chairs must not block doorways, entrances, or exits
- No vehicles are allowed on the patio. Equipment must be unloaded through the front or East Wing door

Setup, Decorations & Cleanup

- All setup, decorating, and cleanup must be completed within the renter's scheduled rental hours
- Only painter's tape or mounting clay (*putty*) may be used on building surfaces
- Scotch tape, duct tape, thumbtacks, or nails are strictly prohibited
- Decorations cannot be attached to ceilings unless pre-approved by the Event Coordinator and installed by an insured professional
- Open flames are not allowed
- Candles must be enclosed in a glass holder and only be lit by someone 18 or older
- Balloons are allowed in public areas but must be removed after the event
- Confetti and glitter are prohibited
- All decorations must be fully removed at the end of the event
- Tape may not be used to secure cords for sound systems, amplifiers, or other equipment

Alcohol & Beverage Policies

- Alcohol service is only permitted in the Multi-Purpose Rooms and must end no later than 11:00 pm (*State law requires alcohol service to stop one hour before the event ends*)
- Alcohol consumption is not allowed in the parking lot or any undesignated areas
- No keg beer or kegs are allowed

Facility Equipment & Access

- The Multi-Purpose Room sound system and microphone are available only when renting the entire space and must be returned to the front desk after the event
- Locker rooms and changing areas are not included in private rentals
- The applicant must be present for the entire duration of the event.
- A room floor plan layout must be submitted and approved at least one week before the event

Insurance Requirements

- A Certificate of Insurance (COI) must be submitted 30 days before the event (*for qualifying events*)
- If serving food to the public, the caterer must be approved by the Newtown Health District
- If serving alcohol to the public, the caterer must be approved by the CT Department of Consumer Protection

Payment Requirements

- A 25% deposit is required to secure your date
- Final balance is due one week before your event
- If booking less than one week in advance, the full balance is due at the time of booking, and room setup is not guaranteed
- A credit card must be kept on file for all rentals
- Check or credit card payments are accepted. No cash payments
- If paying by credit card, you must complete a Credit Card Authorization Form
- Checks should be made payable to: The Newtown Community Center



Newtown
COMMUNITY CENTER

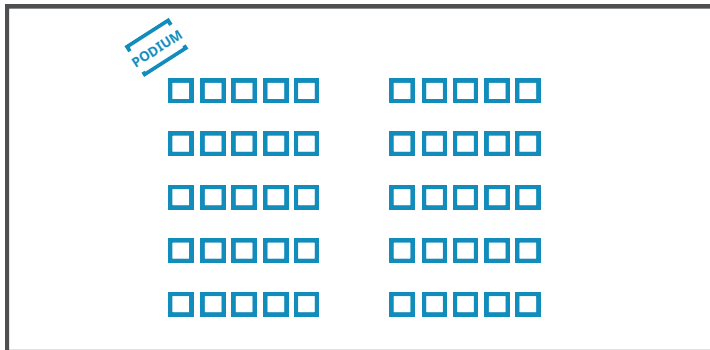
Room Rental Seating Arrangement

We offer seating arrangements to suit your event style, including banquet, theater, classroom, and more. Please review the examples below and indicate your preferred setup when submitting your floor plan.

Please note: Diagrams are not to scale. Final room capacity will be determined based on your approved layout and overall event design.

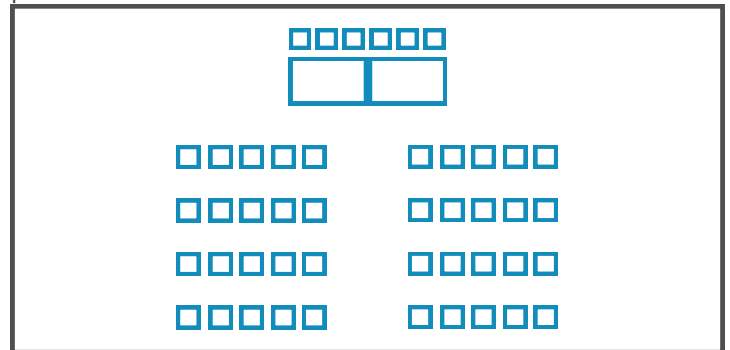
Theater

Rows of chairs facing forward, ideal for presentations, lectures, or ceremonies



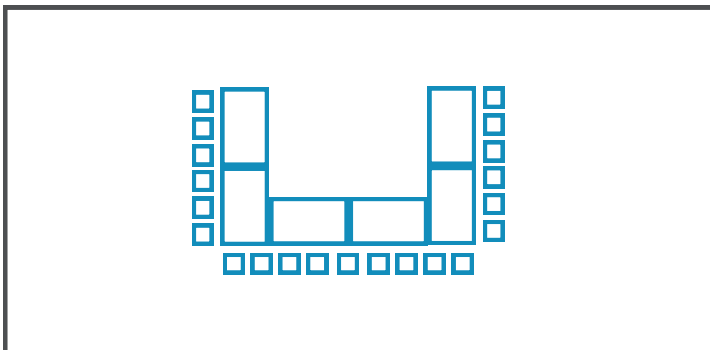
Panel Discussion

Rows of chairs facing forward with a head table for guest speakers or panelists



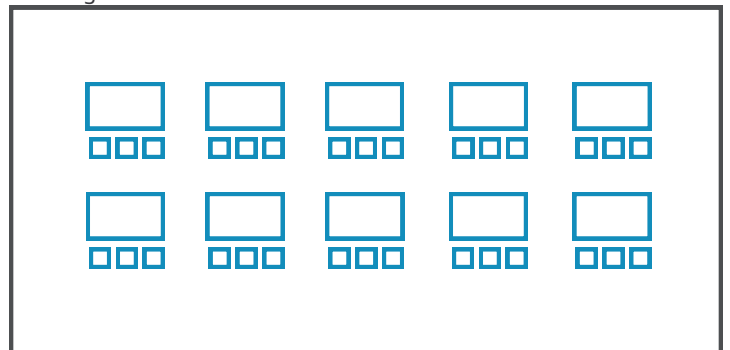
Horseshoe

U-shaped setup that encourages open dialogue and group interaction



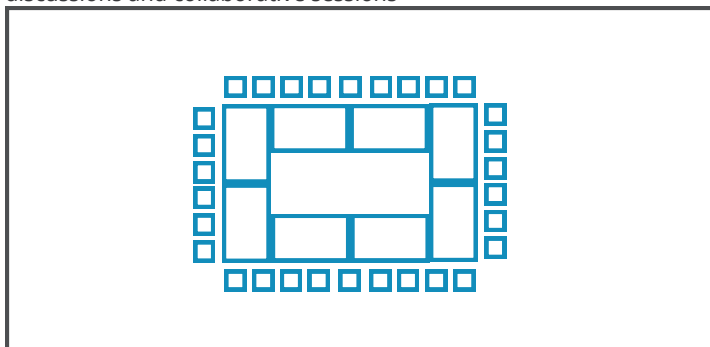
Classroom

Rows of tables and chairs facing forward for workshops, training, or meetings with materials



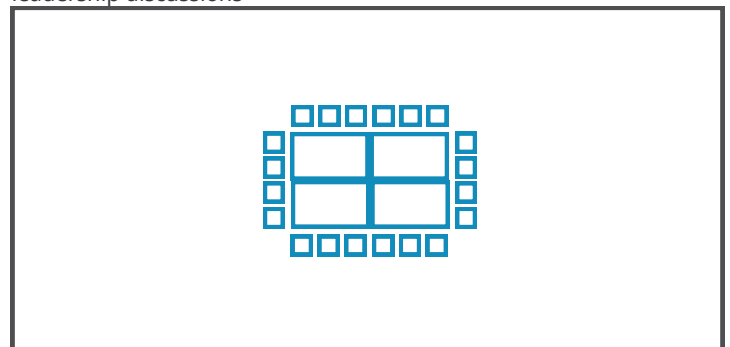
Hollow Square

Tables arranged in a square with seating around the perimeter for discussions and collaborative sessions



Boardroom

Central table with surrounding chairs, best for formal meetings or leadership discussions



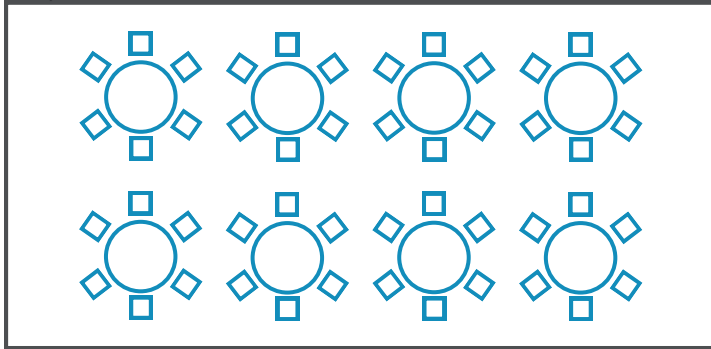


Newtown
COMMUNITY CENTER

Room Rental Seating Arrangement

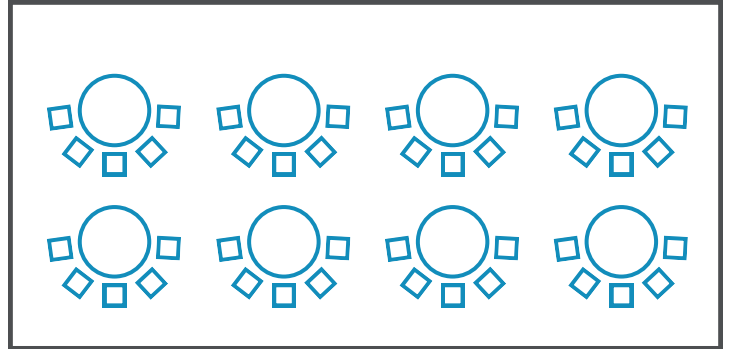
Banquet

Round tables with full seating, perfect for meals, galas, or wedding receptions



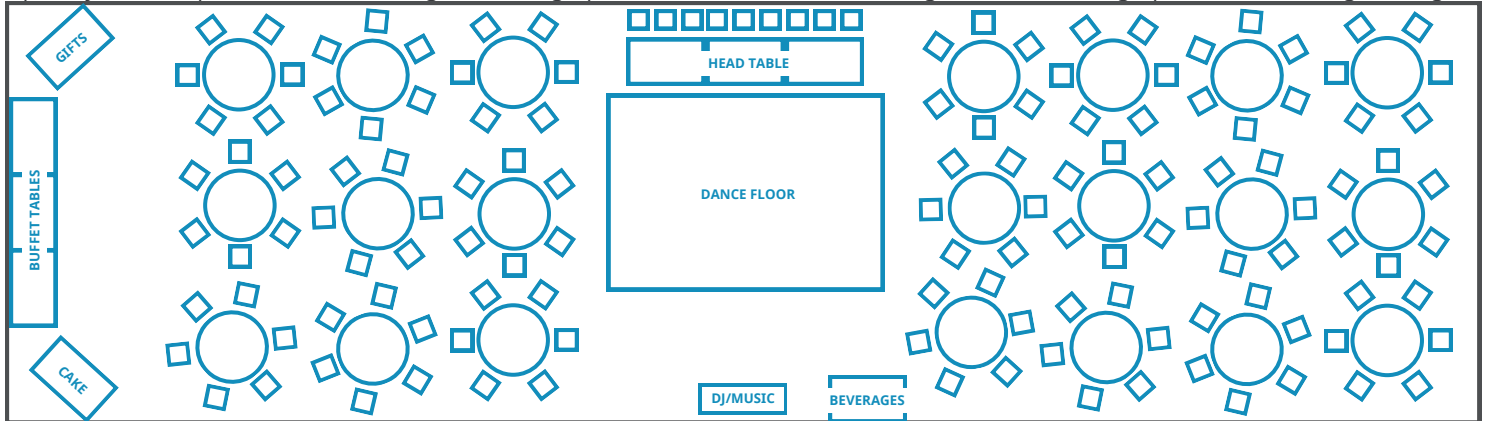
Cabaret

Round tables with seating on one side, allowing for performances or presentations at the front



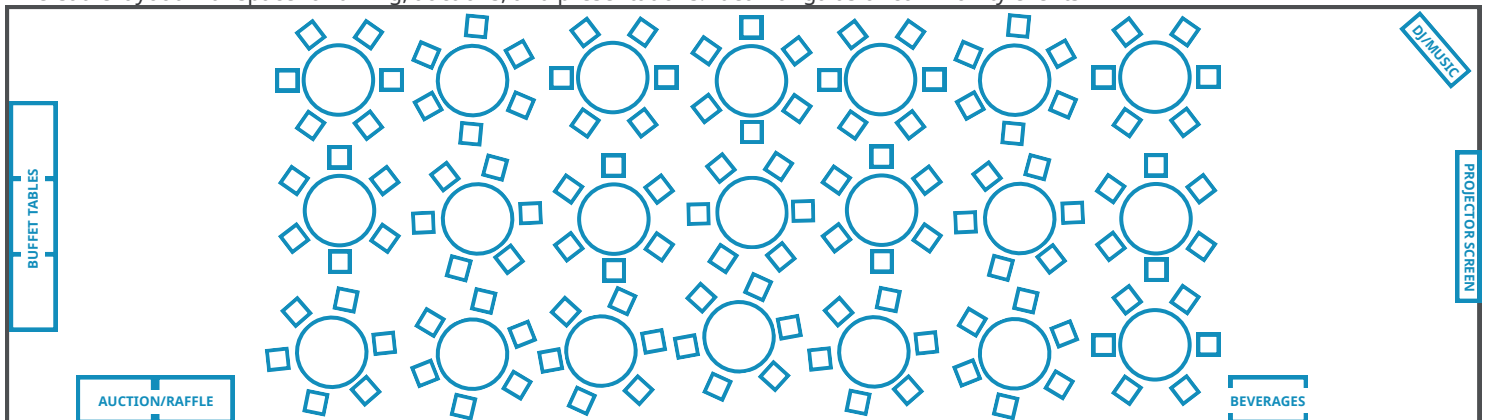
Reception

Open layout with space for a head table, guest seating, space for food, drinks, and dancing. Ideal for weddings, parties, and social gatherings



Fundraiser

A versatile layout with space for dining, auctions, and presentations. Ideal for galas or community events





Room Rental Checklist: Before Event

Please use this checklist to stay organized and guarantee you've completed all required steps **before your rental date**. All documentation and payments must be submitted on time to ensure a smooth rental experience at the Newtown Community Center.

Booking & Payment

- ☐ Submit the **Room Rental Request Form**
- ☐ Ensure a **credit card is on file** (*required for all rentals*)
- ☐ Pay a **25% deposit** to secure your date
- ☐ If booking **less than 1 week in advance**, pay the full balance (*room setup not guaranteed*)
- ☐ Submit the **final payment** no later than **1 week before the event**
- ☐ Ensure you have reviewed all of the **Room Rental Information & Rules**

Food & Alcohol Guidelines

- ☐ If serving **food** to the public, ensure the caterer is approved by the **Newtown Health District**
**The applications must be submitted 14 days before the event*
- ☐ If serving **alcohol** to the public, ensure the caterer is approved by the **CT Dept. of Consumer Protection**
**The applications must be submitted 30 days before the event*
**Only permitted in Multi-Purpose Rooms and must end by 11:00 PM*

Required Submissions

- ☐ Submit a **floor plan layout** to the Event Coordinator at least **1 week in advance**
- ☐ Submit the **Certificate of Insurance (COI)** 30 days before the event (*for qualifying events*)
- ☐ If your event has **100+ people**, submit the **Fire Marshal** approval
- ☐ If **food** is being served to the public, submit the **Temporary Food Service License**
- ☐ If **alcohol** is being served to the public, submit the **Temporary Liquor Permit**



Room Rental Checklist: Clean Up

We ask that all renters leave the facility in the same condition it was found. Please allow 30–60 minutes at the end of your rental to complete the tasks below. Failure to complete these items may result in additional fees.

General Facility

- ☐ Return any borrowed equipment to the Welcome Desk (*e.g. microphone, remotes, & etc.*)
- ☐ Remove all rental furnishings unless prior arrangements were approved by the Event Coordinator
- ☐ Ensure all decorations and personal items are taken with you
- ☐ The renter must sign out at the Welcome Desk
- ☐ Close all doors securely and ensure they are locked before leaving

Multi-Purpose Rooms & Event Spaces

- ☐ Wipe down all tables and chairs with a damp cloth
- ☐ Clean up any large spills on the floor
- ☐ Remove all decorations, signage, and tape/putty from walls and tables
- ☐ Place all trash in containers (*do not overfill; request extra bags from the Welcome Desk if needed*)
- ☐ Leave tied trash bags in containers for staff disposal

Kitchen

- ☐ Wipe down countertops, stove top, and clean any spills on the floor
- ☐ Break down and flatten all cardboard boxes and stack them neatly near the trash bins
- ☐ Remove all food (*do not leave anything in the fridge or on the counters*)
- ☐ Wipe down the inside of the fridge if any spills occurred
- ☐ Leave tied trash bags in containers for staff disposal



Newtown
COMMUNITY CENTER

Room Rental Credit Card Authorization

Contact Information

Name:

Phone Number:

Credit Card Information

Name on Card:

Billing Address (*provide full address*):

Credit Card Number:

Credit Card Expiration Date:

CVC (Card Verification Code):

Cardholder Signature:

Authorization

I give authorization for the Newtown Community Center to process the payment for the Community Center Room Rental or Birthday Party.

Signature:

Print Name:

Date: