



Room Rental Checklist: Pre-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**