



# Newport Historical Society Events

## **Newport Historical Society Venue Use Request Application**

The Newport Historical Society has three properties that are potentially available for meetings, programs and events, please read the facilities rentals page on our website: [www.newporthistory.org/events/rent-a-venue/](http://www.newporthistory.org/events/rent-a-venue/) When complete, please email to [nvazquez@newporthistorical.org](mailto:nvazquez@newporthistorical.org).

Requesting organization/individual:

Phone:

Email:

Is this a nonprofit 501C-3:

Contact person:

Phone:

Email:

Building or property requested:

Date of event (include dates for set up, break down and multiple event days):

Time (include set up time, advertised start time, end time and clean up time):

Description of event -- catering, music, dancing, bar:

Number of attendees (estimate if not known):

Ticketed event/admission fee:

Set up Requirements (list all equipment you will be bringing):

Special needs (e.g. wheelchair accessibility or other):