



## 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: <https://newporthistory.org/events/rent-a-venue/>

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):