

## EDMOND TOWN HALL PAYMENT INFORMATION FORM

Edmond Town Hall accepts personal checks, debit and credit cards or cash. Cash payments must be made in person during office hours. All other payments may be made by mail or email using this form.

**We do not accept payment without contracts.** All contracts may be found at:

[www.edmondtownhall.org/rentals](http://www.edmondtownhall.org/rentals).

**Please note:** All events require a rental fee, a refundable security deposit and a certificate of insurance as follows:

1) The **rental fee** for your event is **due 7 days after your reservation along with the paperwork**. We do not accept payment without paperwork.

2) The **refundable security deposit** and the **certificate of insurance** are **due 30 days before your event**.

Your refundable security deposit will be returned to you within 15 days of your event provided the space is left as it was found and the room regulations were followed.

**To pay by check, please mail a check with your paperwork to:**

Edmond Town Hall-Board of Managers

45 Main Street

Newtown, CT 06470

**Make checks out to:** ETH-Board of Managers or ETH-BOM

**To pay by credit or debit card, please complete the following information and mail, fax or email it in with your paperwork:**

*(Please note: rental service payments made by debit or credit card will incur a 3.5% service fee. Checks or money orders incur no fee.)*

---

Name on **Rental Reservation/Date(s)** and **Room(s) Being Rented**

---

Credit Card Number

---

Credit Card Expiration Date

---

Credit Card Security Code (3 or 4 digit number in back of card; on Amex it's in front)

---

Billing Zip Code for this Credit Card