

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.

Please note: Payments are due as follows for events:

- 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:

Name on **Rental Reservation/Date(s)** and **Location of Rental**

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