



Old Lock & Dam Building

Located at 525 E Highway 662

Rental rate: \$125.00 + 7 % sales tax (\$133.75) per day
\$100.00 refundable damage deposit – deposit is in addition to the rental fee and is due when you check-in and pick up keys.

Rental reservations are made through Town Hall at 812.853.1720. **The rental fee is required to hold the reservation and must be paid within one (1) week of making the reservation.** Cash or checks are accepted. No credit cards.

Rental keys can be picked up at the office of the Clerk-Treasurer at Town Hall the day before the rental between 9:00 a.m. – 2:00 p.m. *The \$100.00 refundable damage deposit is due that that time.* **Access to the facility is after 10:30 a.m. the day of your rental.** If you will be using the exterior electrical receptacles, please pick up the extra key from the Clerk-Treasurer for access.

Anyone using the outside of the facility for an event will need to produce a certificate of personal liability insurance in a minimum amount of \$100,000.00 with the Town of Newburgh listed as additionally insured.

Rental includes the use of the main level (gathering space, kitchen, and bathrooms) and the use of fourteen (14) 6' long tables and ninety (90) metal folding chairs. Renter is responsible for bringing the tables and chairs down from the attic, setting them up, and returning them to the attic.

Features of the Lock & Dam Building:

- Certified occupancy of 100
- Approximately 850 square feet of gathering space in main room
- Kitchen includes stove, refrigerator, freezer, and ice maker (no glassware, tableware, flatware, cutlery or paper products are provided by the Town of Newburgh)
- Ice machine is available for use
- Completely ADA accessible
- Cleaning supplies, trash bags, paper towels, and toilet tissue are located in the kitchen