



# Rotunda Ballroom Reservation Form

175 Memorial Blvd, Newport, RI 02840  
(401) 845-5810

Day/Date Preference \_\_\_\_\_ Time Preference \_\_\_\_\_

Event Type \_\_\_\_\_ Proposed Attendance \_\_\_\_\_ (up to 175)

*If event type is a wedding ceremony and/or reception, please answer the following; If not, skip to Contact Names*

Bride/Partner \_\_\_\_\_ Groom/Partner \_\_\_\_\_

Beach Ceremony (√) \_\_\_\_\_ Carousel (√) \_\_\_\_\_ Wedding Arch (√) \_\_\_\_\_

Ceremony Location (if not beach) \_\_\_\_\_

Contact Names \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

### RATES

*A non-refundable deposit is required to book and hold all Rotunda ballroom reservations*

Friday/Holiday Wedding Reception*	<b>\$3,000</b>
Saturday Wedding Reception*	<b>\$4,000</b>
Sunday Wedding Reception*	<b>\$2,000</b>
Weekday (M-Th) Wedding Reception*	<b>\$1,500</b>
Wedding Ceremony Site Only*	<b>\$350</b>
Corporate / Private Function (Fri/Sat/Sun)*	<b>\$1,500</b>
Corporate / Private Function (M-Th)*	<b>\$1,000</b>
Non Profit (Fri/Sat/Sun)#	<b>\$750</b>
Non Profit (M-Th)#	<b>\$500</b>

*Rate includes 5 hours in ballroom (no prorating), tables, chairs & one hour carousel usage*

*Also, 1/2 hour beach ceremony with chairs and arch/trellis, if applicable)*

**Newport Residents:** 20% discount; **Middletown/Portsmouth Residents:** 10% discount

**Off-Season Rates** (October 1 thru April 30): 20% off posted rates

*\*Cannot combine Resident Discount and Off Season rates*

*#No Discount offered*

***I understand the verbiage contained in this reservation when booking an event at Easton's Beach Rotunda Ballroom.***

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_