

RENTAL POLICIES & INFORMATION for use of the Mills House/Upper Falls School

Needham History Center & Museum, 1147 Central Avenue, Needham, MA 02492

Contact Gloria Greis, Executive Director, 781-455-8860 / greis@needhamhistory.org

The Mills House and the Schoolhouse are available to rent for your meeting or function. Please call Gloria Greis to discuss your plans and scheduling. Please read this document through for the policies governing the use of this facility for private, commercial, or political events.

1. GENERAL INFORMATION:

- ◆ A Rental Agreement form must be signed and payment made prior to the event.
- ◆ Any additional required forms (such as a one-day liquor license, insurance certificate, etc) must be forwarded to the Needham History Center & Museum prior to the event.
- ◆ All events must end by 10:00 pm (later only with the approval of the Executive Director).
- ◆ The facility can accommodate about 50 people seated, or up to 150 standing (“cocktail party”).
- ◆ We are in a residential neighborhood; amplified music is not permitted, and all music must end by 9:00 pm.
- ◆ Smoking is not permitted on the premises, nor are open flames such as candles and chafing dishes.

2. RATES – Please call 781-455-8860 for more information.

- ◆ **Business meetings – \$75**
- ◆ **Full-day meetings/workshops – \$150 Needham resident; \$200 not Needham resident**
- ◆ **Social events, receptions, and parties – \$300 Needham resident; \$400 not Needham resident**
 - *Events serving wine and beer are subject to additional charges and requirements (see “Special Conditions,” below)*
- ◆ **Commercial/For-Profit events – \$750**
 - NB – alcoholic beverages are not permitted at for-profit events)

Members – 25% Discount

Needham Public Schools, Municipal Boards and Committees – No Charge, but subject to availability

Political events – Because of our nonprofit status, the fee for political events cannot be waived or discounted. See below (“**Special Conditions**”) for restrictions on political events.

Additional Charges if required (cannot be discounted):

- ◆ \$25 One-day event liquor license (wine and beer only; alcoholic beverages cannot be permitted during regular school hours – see “**Special Conditions,**” below)
- ◆ \$120 Cleaning service (if needed)
- ◆ \$120 Trash disposal (if needed)
Cleaning and trash charges are invoked if the trash is not removed, or if the facility is not reasonably cleaned up (“broom clean”) after an event.

Available for use (no additional charge)

10 rectangular tables (6 ft long), 4 card tables (3 ft square), 10 hi-top tables (36” round), 50 chairs.

Linens, serving pieces, dishes, silver, etc are not included in the rental.

3. SCHEDULING

Dates must be scheduled with the Needham History Center & Museum at least four weeks in advance (at least six weeks if beer and wine is to be served at the event). Please call Gloria Greis, Executive Director, at 781-455-8860 or email greis@needhamhistory.org.

4. PARKING

Parking for events is in the main lot of the Newman School. The fire lanes near the school entrance and along our driveway may not be used.

Because we make use of the Newman School parking lot, we must first confirm with the School and the Public Facilities Department that your date has not been reserved for another event before your event can be scheduled.

For the same reason, only small events (no more than 15 cars) can be scheduled during school hours.

5. SPECIAL CONDITIONS

A. Policies for Serving Beer and Wine at Events

You may serve wine and beer at your event, subject to the licensing and insurance conditions, below.

Please note –

- ◆ You may serve wine and beer **only**; other liquor is not permitted.
- ◆ You may not serve **any** alcoholic beverages during daytime school hours
- ◆ You **MUST** obtain host liquor-liability insurance, naming the Needham Historical Society and the Town of Needham as insured for the event (see “Insurance,” below).

a. License

In order to serve alcoholic beverages, you might be required to obtain a one-day special license from the Board of Selectmen. The license costs \$25. Please call Sandy Cincotta in the Needham Town Manager’s Office (781-455-7512) for information about licensing requirements and procedures. **This process may take several weeks to complete, so please allow sufficient time.**

Once the license has been obtained, a copy must be forwarded to the History Center in advance of the event, and the license must be clearly posted during the event.

b. Insurance

Host liquor liability insurance is required for any event at which alcoholic beverages are served. Many organizations already have such insurance, so check with your director/executive to confirm. If not, insurance may be obtained in one of the following ways:

- ◆ Licensed Bartender – a professional bartender with a license (such as TIPS or BarCode) will carry the appropriate insurance. S/he must contact the insurer and name **the Needham History Center & Museum and the Town of Needham as insured** for this event.
- ◆ One-Day Policy – The event host may be able to purchase a one-day host liability policy from the host’s insurance provider (check with provider – this may already be included in

the host's policy). The policy must name **the Needham History Center & Museum and the Town of Needham as insured** for this event.

Confirmation of the insurance policy (the insurance certificate and a copy of the bartender's license, if you are hiring one) must be forwarded to the Needham History Center at least a week prior to the event.

c. Bartender

For any party with over 50 guests at which wine and beer will be served, the host is required to hire a licensed/insured bartender. A copy of the license must be forwarded to the Needham History Center prior to the event (see also "Insurance," "Bartender," above).

B. Rental policy for political events

As a nonprofit, we are only allowed to engage in political campaigning at the policy/advocacy level, as long as the policy is within the scope of our mission. **We do not** endorse or support, or appear to endorse or support, a particular candidate or political party.

There will be **no exceptions** to the policies listed below.

The Needham History Center & Museum is available for rental for political events subject to the following conditions:

- ◆ All rentals are subject to availability of the facility, and the necessary parking requirements. Events that expect to draw more than 10-15 cars cannot be accommodated during school hours due to the school's parking needs.
- ◆ Rental fees must be paid in full, and in advance. Fees cannot be waived, nor is the member discount available for political rentals (ie, we cannot "donate" to the campaign in the form of a fee waiver or discount)
- ◆ The event may be sponsored by or on behalf of a particular candidate or party, but it must be open to all members of the public.
- ◆ The event shall not be publicized in a way that implies Needham History Center support of the candidate or party.
- ◆ Campaign signs may **not** be displayed outside – along the Newman driveway, along our walkway, at our door, or anywhere else within the Needham History Center's leased area.
- ◆ **No political activity whatsoever on the day of elections, until 8:00 pm**

The Needham History Center is available to rent for the following types of events:

- ◆ Constituent events organized by elected officials, such as holiday or other receptions, open houses, voter forums
- ◆ Post-campaign events, such as election-night receptions (not to start before 8:00 pm), or supporter thank-you parties
- ◆ Policy planning events, such as party Town Committee meetings or caucuses, LWV policy forums
- ◆ Campaign kick-off or open fund-raising events (**no campaign signs displayed outside** – see above)

The following types of events/activities **are not permitted**:

- ◆ Direct/targeted fund-raising events or phone banks
- ◆ Voter solicitation planning or GOTV activities
- ◆ Campaign headquarters or distribution points, no matter how temporary