



Needham History Center & Museum

1147 Central Avenue, Needham, MA 02492
Phone/fax: 781-455-8860 / www.needhamhistory.org

Rental Agreement

Date of Event _____ Time: _____ am/pm to _____ am/pm

Name of Host Organization _____

Contact Person _____

Address _____

Phone _____ Email _____

Purpose/Type of Event _____

Policies for use of the Mills House/Upper Falls Schoolhouse

1. See the Rental Information document for rental policies and procedures, and the Rental Checklist (attached). The fee is paid in advance and holds the date; additional charges, if any, will be paid at the end of the event.
2. All events must end by 10:00 pm (later only with the approval of the Executive Director).
3. The facility can accommodate about 50 people seated, or up to 150 standing (“cocktail party”).
4. We are in a residential neighborhood; amplified music is not permitted, and all music must end by 9:00 pm.
5. Smoking is not permitted on the premises, nor are open flames such as candles, chafing dishes, etc.
6. Beer and wine may be served, subject to the Special Conditions defined on the attached page. All licensing and purchasing requirements must be fulfilled by the host. **The host bears all liability for the consumption of alcohol on these premises, and must insure the Needham History Center & Museum and the Town of Needham against any damage or injury that may result.** _____ (*initial*)
7. The kitchen is available for light preparation, warming, etc but not sufficient for cooking. The host is responsible for catering, linens, serving items and decorations.
8. The host is responsible for cleanup after the event, and removal of all trash from the premises. **If trash is not removed, a cleaning fee of \$120 will be charged.** _____ (*initial*)
9. **The host is liable for any damage to the premises or breakage of objects that occurs during the use of the facility and will compensate the Needham History Center & Museum for same.** _____ (*initial*)

Please return one signed and initialed copy of this form with a check (payable to the Needham History Center) to Gloria Greis, Executive Director, at the above address.

Signed _____ Date _____

Payment received _____ for the Needham History Center _____



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FACILITY RENTAL CHECKLIST

Please see "Rental Information" guidelines for details and the schedule of fees.

Scheduling

- _____ A date for the event has been agreed upon and confirmed with the Historical Society.
- _____ Payment has been made for the rental.
- _____ Event logistics have been confirmed (*1-2 weeks prior to the date*) – approximate number of attendees; opening and closing times; table, seating and food set-up plan; arrival of caterers and deliveries; etc. (***Please note*** – if your caterer has special requests, please have him/her contact the Needham history Center to confirm arrangements).

Rental Agreement

- _____ The rental agreement has been completed and signed. Highlighted clauses have been initialed.

Insurance and Licenses

- _____ Host liquor-liability insurance has been obtained or confirmed and a copy sent to Needham History Center & Museum, **OR**
- _____ A licensed professional bartender has been hired for the event, and a copy of his/her license and insurance have been sent to the Needham History Center & Museum.
- _____ A Special One-Day Liquor License has been obtained from the Needham Board of Selectmen and a copy sent to the Needham History Center & Museum (application available on the Town of Needham website).