



1147 Central Avenue, Needham, MA 02492  
781-455-8860 / [NeedhamHistory.org](http://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 125 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 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 \_\_\_\_\_

Please call **Gloria Greis** at **781-455-8860** or drop us a note using the **contact form** for more information.



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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 Needham History Center.
- 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*** – *Your caterer must contact the History Center to confirm facilities and 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 Historical Society, **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 Historical Society.
- A Special One-Day Liquor License has been obtained from the Needham Board of Selectmen and a copy sent to the Historical Society (application available on the Town of Needham website at <http://www.needhamma.gov/documentcenter/view/4024>).

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