



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

## Renting the Schoolhouse

### About

The Upper Falls Schoolhouse is available to rent for individuals or organizations. This charming venue provides a memorable backdrop for weddings, receptions, parties, business meetings, and other types of gatherings. The hard wood floors, rural atmosphere, and green lawn add beauty to this inviting historical setting. Ample free parking is included. **Contact us** for availability and to see the facility.

### Event Spaces

- **The Schoolhouse** – The original 1842 Schoolhouse is the main event space, for talks, meetings, receptions, and dinners.
- **First floor rooms** – For larger events, the Fireplace Room and first floor galleries provide additional space for guests to mingle.
- **Lawn** – In warmer weather, tents and tables can be set up on the lawn.

### Capacity

- Meetings and Presentations (seated) – up to 50 people
- Dinners (seated) – up to 50 people
- Receptions (stand-up, “cocktail party” format) with limited seating – c. 125 people. Up to 150 if the lawn is available or if guests are arriving over a period of time.

### Amenities

- The facility is fully-accessible, including an elevator and two accessible restrooms.
- A small galley kitchen with oven and microwave; refrigerator space for pre-event storage. **Please note:** *The kitchen is not sufficient for full catering, only for final prep. Caterers should contact Gloria (781-455-8860) to ask about available space and accommodations.*
- Ten long (3x6') folding tables, four card tables (3x3'), ten hi-tops (3' diameter, 4' high), 50 chairs. *Tents, linens, table furnishings, etc are not supplied, and must be provided by the renter.*
- Outdoor electrical outlets available
- WiFi throughout the facility

### Rates

- Members at the Supporter (\$50) level and above receive a 25% discount on rentals
- Business meetings, Board meetings, lectures, presentations (2-3 hours) – \$75

- Full-day meetings, workshops – \$150 Needham resident; \$200 non-resident
- Social events, receptions, and parties – \$300 Needham resident; \$400 non-resident.
- Commercial/For-Profit events – \$750. Alcoholic beverages are not permitted at for-profit events.
- Rates for political events cannot be discounted (see Political Events and Receptions).

#### **Licenses and Policies**

- Rental Agreement – required for all rentals; this form and checklist helps you to prepare for your event
- Serving Wine and Beer at Events – Events serving alcohol might be subject to special licensing requirements through the town of Needham. *This process may take several weeks to complete.*
- Political Events and Receptions – Special conditions apply for political events

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