

Town of Needham
Application for Use of James Hugh Powers Hall
1471 Highland Avenue
Needham, MA 02492

Event Description:

Date(s) and Times of Event: *(no earlier than 1:30 pm on Friday, no later than midnight on Friday and Saturday, no later than 10:00 pm on Sunday)*

Fri: _____ Start/End Time: _____
Sat: _____ Start/End Time: _____
Sun: _____ Start/End Time: _____

Setup Start: _____ Breakdown End: _____
Setup Start: _____ Breakdown End: _____
Setup Start: _____ Breakdown End: _____

Name of Organization & non-profit ID number:

Person Responsible for Event:

Billing Address:

Phone:

Email:

Estimated number of attendees:

Will alcohol be served/sold? ☐ YES ☐ NO

If yes, you must apply for a One Day Special Permit [here](#)

Will snacks and non-alcoholic beverages be sold/provided? ☐ YES ☐ NO

If yes, you must apply for a Temporary Food Permit [here](#)

Is Certificate of Liability Insurance attached to this application? ☐ YES ☐ NO

Do you require space(s) other than Powers Hall? ☐ YES ☐ NO

☐ Conference Room ☐ 2nd Floor Hallway (adjacent to Powers Hall)

Do you require the use of Technology or Audio/Visual Equipment? ☐ YES ☐ NO

If yes, please use the space below to detail your request:

NOTE: For technical or A/V needs more advanced than wireless microphones and projector screen, Applicant must hire KTK Sound Services: aksound@comcast.net | (508) 254-5450

Use of the Hall includes access to 348 chairs and 12 rectangular folding tables. If you will use rented furniture (e.g. chairs/tables), please review the [Rules and Regulations for Use of Powers Hall](#) for appropriate delivery and pick up times, then provide details below:

Town of Needham
Application for Use of James Hugh Powers Hall
Fee Information

- Rental Fees Powers Hall: \$50/hour, \$250/day maximum
- Rental Fees additional conference room/hallway: \$10/hour
- Alcohol - One Day Special Permit (if applicable): \$25 flat fee
- Custodian (4 hour minimum):
 - Friday Evening/Saturday: \$50/hour
 - Sunday: \$65/hour
- Building Monitor: \$20/hour

You will be billed by the Department of Public Works after the event for all rental fees and actual time of the staff custodian and building monitor.

Ticketed Events: 5% of ticket sales will be payable to the Town of Needham post-event

You will be notified if Police and/or Fire detail(s) will be required for your event. If so, you are responsible for contacting Police and/or Fire to schedule detail(s) and a deposit may be required. **NOTE: A dedicated Police Detail is required when the service/sale of alcoholic beverages is permitted.**

- Police Department Contact: Paula Sheerin 781-455-4570 ext 1217
- Fire Department Contact: Nicole Lucas 781-455-7580 ext 1305

By submitting this form, the applicant indicates that he or she understands and agrees to abide and be bound by the [Rules and Regulations for Use of Powers Hall](#) dated January 1, 2012 and to provide a floor plan showing the proposed placement of chairs, tables and other furnishings (subject to review). The facility is not available for private events, commercial activities or promotions.