

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

Event Description: The facility is not available for private events, commercial activities or promotions.

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:

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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. Please return this form to otm@needhamma.gov.