First Parish in Needham, Unitarian Universalist
Facilities Rental Form (External Parties)

23 Dedham Avenue
Needham, MA 02492
Phone: 781–444–0823  FAX: 781–444–5619  E-mail: office@u unreadham.org

Prior to completing this application, please read First Parish’s Policy for External Rentals. To book an event, contact the First Parish Administrator at (781) 444–0823. Applicant(s) must provide the Administrator with a signed and completed application, a 50% deposit, and a separate security deposit. Checks should be made payable to “First Parish in Needham”. Confirmation will be forwarded to applicants and should be retained for reference purposes.

APPLICANT’S INFORMATION

Name: ______________________________________________________________________________________________
Organization/Business: _________________________________________________________________________________
(if applicable)
Street Address: ______________________________________________________________________________________
Phone Number(s):       Day: (____)______________________        Evening: (____)_______________________________
E-mail Address, if available:   ______________________________________

EVENT DESCRIPTION

Date of Function: _______________________, 20__________      Event hours:  ________ to ________
Nature of Function: ____________________________________________________________________________________
____________________________________________________________________________________________________
Expected number of attendees:  ___________________________________________________________________________
Room(s) desired:  _____________________________________________________________________________________
____________________________________________________________________________________________________
When does renter require access to the space? _______________________________________________________________
When does renter expect to be completely out of the space? ____________________________________________________
Will renter require any assistance setting up and/or dismantling the event?  ________________________________________
____________________________________________________________________________________________________

Will there be a rehearsal for this event? _____ Yes _____ No
If yes, when? ________________________________

If serving food and/or alcohol (wine and/or beer only), the renter is responsible for ensuring that all necessary permits are obtained from the Town of Needham. Serving of alcohol is subject to the approval of the Parish President.

Will food and/or beverages be served? _____ Yes _____ No
If serving food, will a caterer be used? _____ Yes _____ No
If yes, caterer’s name and phone number?

___________________________________________________________

Do you wish to serve wine and/or beer? _____ Yes _____ No

Will admission be charged for this event? _____ Yes _____ No
If yes, how much? ________________________________

Use space below to describe set-up for your event, including equipment, props, or furniture that will be brought in. (Attach separate sheet if needed.)

OFFICE USE ONLY:

Approved use: _____ Yes _____ No
Approval to serve wine and/or beer: _____ Yes _____ No _____ n/a
Confirmed date: ___/___/____      Event Facilitator: __________________________________
Notes:
RATE AND FEE SCHEDULE
Times shown for rates indicate minimum rental period. Additional time may be prorated at the discretion of First Parish. Rehearsals also require an Event Facilitator, even if the rehearsal does not require a separate fee.

<table>
<thead>
<tr>
<th>MAIN LEVEL</th>
<th>Rental Rate</th>
<th>Total time blocks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Sanctuary</em> ¹</td>
<td>$350 / 4 hrs</td>
<td></td>
<td></td>
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<tr>
<td><em>Organ Fee (must speak directly with Music Director)</em></td>
<td>$150 / event</td>
<td>n/a</td>
<td></td>
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<tr>
<td><em>Piano Fee (must speak directly with Music Director)</em></td>
<td>$50 / event</td>
<td>n/a</td>
<td></td>
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<tr>
<td><em>Parish Hall</em> ¹</td>
<td>$350 / 4 hrs</td>
<td></td>
<td></td>
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<tr>
<td><em>Piano Fee (must speak directly with Music Director)</em></td>
<td>$50 / event</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td><em>Sound System (if available ²)</em></td>
<td>$75 / hour</td>
<td></td>
<td></td>
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<tr>
<td><em>Stage (if available ²)</em></td>
<td>$100 / event</td>
<td>n/a</td>
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<tr>
<td><em>Pantry</em></td>
<td>$150 / 4 hrs</td>
<td></td>
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<tr>
<td><em>Conference Room</em></td>
<td>$50 / 2 hrs</td>
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<tr>
<td><em>Parlor</em></td>
<td>$150 / 2 hrs</td>
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<tr>
<td><em>Classroom # 1 (youth room)</em></td>
<td>$50 / 2 hrs</td>
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<tr>
<td><em>Classroom # 2 (music room)</em></td>
<td>$50 / 2 hrs</td>
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<tr>
<td><em>Classroom # 4 (nursery)</em></td>
<td>$50 / 2 hrs</td>
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<td>LOWER LEVEL</td>
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<tr>
<td><em>Dumpster Fee</em></td>
<td>$50 / event</td>
<td>n/a</td>
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<tr>
<td><em>Television and VCR / DVD</em></td>
<td>$25 / event</td>
<td>n/a</td>
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<tr>
<td><em>Event Facilitator</em></td>
<td>$25 / hr ³</td>
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<tr>
<td><em>Labor for additional set-up or break-down (if available)</em></td>
<td>$50 / hr</td>
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TOTAL FEES n/a

Deposit (at least 50% of previous line)

BALANCE DUE ⁴

Cancellation fee (if applicable ⁵)

Security Deposit

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¹ Fees for the services of First Parish’s Minister and Music Director must be negotiated directly with them. If non-First Parish clergy are to preside, they must be pre-approved by the Minister. The piano and organ fees are only for use of the instrument, and musicians must be pre-approved by the Music Director.

² Availability of the stage and sound system is dependent on First Parish’s ability to schedule an Event Facilitator familiar with their set-up and operation.

³ The Event Facilitator fee will generally be based on one hour more than the total rental time.

⁴ Balance is due at least 30 days prior to the event. If reservation is being made less than 30 days prior to the event, full payment is required at the time the reservation is made.

⁵ See First Parish in Needham’s Policy Governing External Rentals for cancellation policies.

RENTAL AGREEMENT
Signature indicates that the Renter has read and agrees to comply with First Parish in Needham’s Policy for External Rentals and to pay the amounts indicated above according to the specified terms.

Read and agreed to by: _______________________________ __ / __ / ____
Accepted by: ____________________________ ____________________________ __ / __ / ____

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