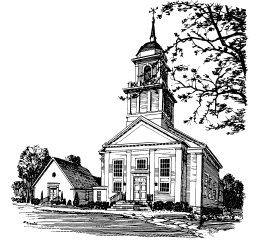


# First Parish in Needham, Unitarian Universalist Facilities Rental Form (External Parties)

23 Dedham Avenue  
Needham, MA 02492

Phone: 781-444-0823 FAX: 781-444-5619 E-mail: office@uuneedham.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:

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## 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.

| <u>MAIN LEVEL</u>   | <u>Rental<br/>Rate</u> | <u>Total<br/>time<br/>blocks</u> | <u>Total</u> |
|---|------------------------|----------------------------------|--------------|
| ___ Sanctuary <sup>1</sup> .....                                      | \$350 / 4 hrs          | _____                            | _____        |
|   | \$200 / 2 hrs          | _____                            | _____        |
| ___ Organ Fee (must speak directly<br>with Music Director) .....      | \$150 / event          | n/a                              | _____        |
| ___ Piano Fee (must speak directly<br>with Music Director) .....      | \$50 / event           | n/a                              | _____        |
| ___ Parish Hall <sup>1</sup> .....                                    | \$350 / 4 hrs          | _____                            | _____        |
|   | \$200 / 2 hrs          | _____                            | _____        |
| ___ Piano Fee (must speak directly<br>with Music Director) .....      | \$50 / event           | n/a                              | _____        |
| ___ Sound System (if available <sup>2</sup> ) .....                   | \$75 / hour            | _____                            | _____        |
| ___ Stage (if available <sup>2</sup> ) .....                          | \$100 / event          | n/a                              | _____        |
| ___ Pantry .....  | \$150 / 4 hrs          | _____                            | _____        |
| ___ Conference Room .....   | \$50 / 2 hrs           | _____                            | _____        |
| <u>LOWER LEVEL</u>  |                        |                                  |              |
| ___ Parlor .....  | \$150 / 2 hrs          | _____                            | _____        |
| ___ Classroom # 1 (youth room) .....                                  | \$50 / 2 hrs           | _____                            | _____        |
| ___ Classroom # 2 (music room) .....                                  | \$50 / 2 hrs           | _____                            | _____        |
| ___ Classroom # 4 (nursery) .....                                     | \$50 / 2 hrs           | _____                            | _____        |
| <u>ADDITIONAL FEES</u>  |                        |                                  |              |
| ___ Dumpster Fee .....  | \$50 / event           | n/a                              | _____        |
| ___ Television and VCR / DVD .....                                    | \$25 / event           | n/a                              | _____        |
| ___ Event Facilitator .....   | \$25 / hr <sup>3</sup> | _____                            | _____        |
| ___ Labor for additional set-up<br>or break-down (if available) ..... | \$50 / hr              | _____                            | _____        |

Rec'd by  
First Parish  
↓

Rtrn'd to  
Renter  
↓

**TOTAL FEES**

n/a

**Deposit (at least 50% of previous line)**

**BALANCE DUE <sup>4</sup>**

**Cancellation fee (if applicable <sup>5</sup>)**

**Security Deposit**

Checks  
should be  
made out to  
"First Parish  
in Needham"

<sup>1</sup> 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.  
<sup>2</sup> 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.  
<sup>3</sup> The Event Facilitator fee will generally be based on one hour more than the total rental time.  
<sup>4</sup> 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.  
<sup>5</sup> 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:** \_\_\_\_\_ / /  
Renter

**Accepted by:** \_\_\_\_\_ / /  
Authorized First Parish Representative