



**Policies for Rental of War Memorial Auditorium
at Newton City Hall**

1000 Commonwealth Avenue
Newton, MA 02459

MAKING YOUR RESERVATION:

1. Contact the Cultural Development office to check on space availability: 617-796-1540 or pgannon@newtonma.gov.
2. Submit an application for approval.
3. Upon approval of the application, an Event Rental Agreement must be signed and returned to Cultural Development at Newton City Hall at least **FOUR WEEKS** prior to event. **Payment in full** is required with the signing of the contract. Checks should be made payable to the **City of Newton**.

POLICES:

- The person whose signature appears as applicant shall be responsible for the conduct of the group as well as for payment of fees.
- Any furnishings moved by users must be returned to their original positions. Groups are responsible for leaving the room in the condition in which it was found.
- Smoking or the use of tobacco products in the building or within 50' of the building is prohibited.
- Additional fees may be assessed for custodial services for additional set up or break down if renter exceed their contractual times.
- Neither the sale nor the use of alcoholic beverages will be permitted in the building or on the grounds unless a One Day Alcoholic Beverage License is secured from the Newton Health Department.
- The applicant agrees to reimburse the City for any damage which may be done to the building or its contents.
- Cancellations: there is no charge if the applicant cancels the Event at least 48 hours in advance.
- In case of snow, buildings will not be available for permitted use until after the parking lots have been cleared of snow. In the case of a major snowstorm permitted use is cancelled when schools are closed; fees are fully refunded.
- Please support the City of Newton's recycling efforts. Place paper, plastic, and metal. in the appropriate containers.
- If food is served all food must be either removed from the property or thrown into the outside dumpster at the conclusion of the event.
- The War Memorial Auditorium is a Limited Public Forum, and the City of Newton reserves all rights to reject an application if the proposed use of the space is contrary to community standards.

INCLUDED WITH SPACE RENTAL ARE:

- 10 Tables, 150 Chairs, Custodial services

ADDITIONAL FEES:

- | | |
|---|----------|
| • Video/computer projection system, overhead projector & screen | \$75.00 |
| • Sound System (includes 4 wireless microphones) | \$75.00 |
| • Stage Lighting | \$75.00 |
| • Piano Rental (include tuning within 3 months of your event) | \$200.00 |

RENTAL REQUEST
War Memorial - Cultural Center Auditorium
Newton City Hall

Application Date: _____

Name of Applicant: _____ Organization: _____

Email Address: _____ Phone: _____

Date of Rental: _____ Start time: _____ End Time: _____

Person on site for event: _____ Cell: _____

Email: _____

Organization Address: _____ City: _____ Zip: _____

Please check all of the following that applies to your rental:

(for recurring long-term rentals please contact office)

	<u>Hourly Rate</u>	<u>Minimum hours</u>
<input type="checkbox"/> City Department	no fees	0
<input type="checkbox"/> Meeting/Event M-F 9am – 5pm	\$35.00	0
<input type="checkbox"/> Meeting/Event M-F 5pm – 10pm	\$50.00	4
<input type="checkbox"/> Meeting/Event Weekend Sat/Sun	\$100.00	4

ADDITIONAL FEES:

- | | |
|--|----------|
| <input type="checkbox"/> Video/computer projection system, overhead projector & screen | \$75.00 |
| <input type="checkbox"/> Sound System (includes 4 wireless microphones) | \$75.00 |
| <input type="checkbox"/> Stage lighting | \$75.00 |
| <input type="checkbox"/> Piano (tuned within 3 months of your event) | \$200.00 |

TOTAL: \$ _____

Please sign and return this Application for approval. If approved, you will be required to submit payment in full, sign an Event Rental Agreement, and provide proof of insurance.

Please sign (and Print Name Clearly)

Date

This section to be completed by City of Newton

Approved _____ Not Approved _____

Notes _____

Cultural Development _____ Date _____

Public Buildings Department _____ Date _____