



## RENTAL POLICIES

**War Memorial Auditorium at Newton City Hall**  
1000 Commonwealth Avenue  
Newton, MA 02459

### MAKING YOUR RESERVATION:

1. Contact the Cultural Development office to check availability: by email [culture@newtonma.gov](mailto:culture@newtonma.gov) or by phone 617-796-1540.
2. Fill out, sign, and submit the Rental Agreement.
3. Send the Agreement, your Certificate of Insurance (COI), and a room layout (if needed), along with your payment to [culture@newtonma.gov](mailto:culture@newtonma.gov) or by mail to:  
War Memorial Rentals  
c/o Newton Cultural Development  
1294 Centre St.  
Newton Centre, MA 02459  
*Note:* Payment must be received no less than 30 days in advance of the Event date in order for your event to be confirmed.
4. Checks should be made payable to the **City of Newton**.
5. Read and make sure you understand the below policies; they are repeated on the Agreement which you must sign and return.

### POLICIES:

- 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 feet of the building is prohibited.
- Additional fees may be assessed for custodial services for additional setup or break down if renter exceeds 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. Click [here](#) for more information.
- The applicant agrees to reimburse the City for any damage done to the building or its contents.
- Cancellations: If Renter cancels more than 48 hours prior to the start time of the event (two business days; Monday-Friday), the rental fee is fully refundable minus a \$50 administrative fee.
- In case of snow, buildings will not be available for permitted use until after the parking lots have been cleared. In the case of a major snowstorm when schools are closed, permitted use is cancelled and fees are fully refunded.
- 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. Confer with Newton's Health & Human Services department for food service protocols; call 617-796-1420.
- Please support the City of Newton's recycling efforts: place paper, plastic, and metal in the appropriate containers.
- 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.

**SEE NEXT PAGE FOR PRICING**

**PRICING TO RENT THE WAR MEMORIAL IS AS FOLLOWS:**

	<u>Hourly Rate</u>	<u>Minimum hours</u>
City Department	no fees	0
Meeting/Event M-F 9am-5pm	\$35	0
Meeting Event M-F 5pm-10pm	\$50	4
Meeting/Event Weekend Sat/Sun	\$100	4

**INCLUDED WITH SPACE RENTAL ARE:**

10 Tables (6' x 30" wide), 195 chairs, custodial services (per City of Newton fire code, the maximum occupancy is 375)

**ADD-ONS:**

- Four stationary HD video monitors with internet access \$75.00
- Sound System (includes four wireless microphones) \$75.00
- Stage Lighting (two spotlights and two portable stage light sets) \$75.00
- Piano Rental (includes tuning within three months of your event) \$200.00

**IMPORTANT NOTES:**

1. If there's a fee to attend your event, you must complete the City's "One-Day Entertainment License", which can be found [here](#).
2. If you are serving food at your event, you must confer with Health & Human Services on food service protocols. Call 617-796-1420.
3. Reasonable accommodations will be provided to persons with disabilities who require assistance; contact Jini Fairley, ADA Coordinator, at [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253.
4. For directions to City Hall, including wheelchair access and availability, click [here](#), or visit: <https://www.newtonma.gov/government/information-technology/gis/directions>