

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

Description of Function

Date(s) of Function

Friday _____/_____/_____

Saturday _____/_____/_____

Sunday _____/_____/_____

Hours of Function *(no earlier than 6:00 pm on Friday, no later than midnight on Friday and Saturday, no later than 9:00 on Sunday)*

Friday: _____ to _____

Saturday: _____ to _____

Sunday: _____ to _____

Name of Organization

Person Responsible for Function

Address

Phone (Day):

Phone (Evening):

Email:

Will alcohol be served/sold? YES NO
Please read and comply with attached guidelines.

Has one day special license been granted by Board of Selectmen?
 YES Date: _____ NO N/A (no alcohol will be served/sold)

Will snacks and non-alcoholic beverages be sold/provided?
 YES Permit from Board of Health Date: _____ NO N/A

Do you require space other than Powers Hall? YES NO

Is Certificate of Liability Insurance attached to this application? YES NO

Do you require the use of Technology or Audio/Visual Equipment? YES NO
 If yes, please use the space below to detail your request.

Do you require the use of stage Audio/Visual Equipment YES NO

Number of estimated attendees:

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Fee Information**

Rental Fees:

Alcohol One Day Special Permit:

Custodian:

Building Monitor:

IT Staff:

Certified Audio Visual Staff:

Total:

A Reservation Fee of one-half the total fee must be paid within 10 days of booking. This fee will be applied toward the rental or forfeited if the event is cancelled. \$ _____

By signing 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 by A floor plan showing the proposed placement of chairs, tables and other furnishings must be attached. The facility is not available for commercial activities or promotions.

Applicant's Signature _____

Date _____