

Welcome to First Parish in Needham, Unitarian Universalist. In keeping with our goal to be “a religious center with a civic circumference”, we gladly make our building available for appropriate private functions and public events. The rooms available for rent include:

- **The Sanctuary** – The historic sanctuary of First Parish is a wonderful space for weddings, concerts, public meetings, and other events which are in keeping with the room’s intended role as a place of worship and public meetinghouse. The Sanctuary seats about 230, and is handicap accessible with space for five wheelchairs. The grand piano and the organ are also available for rent.
- **Parish Hall (right)** – This sparkling new air-conditioned space is ideally suited for receptions and parties, artistic performances, art shows, and meetings. The hall has excellent acoustics, and the solid maple floor is perfect for dancing. Sun-drenched by day, intimate at night, Parish Hall is just over 1800 ft<sup>2</sup>. Maximum capacity is 250, but practical capacity depends on use and is generally less. There are 160 stacking chairs available at no additional cost, as well as numerous folding tables. A grand piano, a portable stage, and a portable sound system may also be available for an additional fee.
- **Pantry** –The Pantry was designed to facilitate the final preparation of food and beverages to be served in Parish Hall. The Pantry is equipped with two 1.5-gallon coffee-makers, a standard household refrigerator, a standard microwave oven, a heavy-duty dishwasher, and a heavy-duty gas stove/oven. The Pantry is a serving kitchen only, meaning that any food requiring significant cooking, handling, or other preparation must be prepared off-site.



- **Parlor** – The Parlor is a comfortable space for medium sized groups. It has a sofa, club chairs, a conference table seating 8, and additional seating. Maximum capacity is 49. Food may be served with prior approval.
- **Conference Room** – The Conference Room has a conference table which seats eight; peripheral seating allows groups of up to 12 to comfortably use the room. The room is air-conditioned.
- **Youth Room** – The Youth room is basically a small lounge. It contains a sofa and large matching chairs, as well as a table and assorted other chairs. A TV with VCR/DVD is available for use in this or any other room. Maximum capacity is 16.
- **Music Room** – The Music Room is a classroom with seating for 23 and an upright piano.
- **Nursery** – The Nursery is air-conditioned and filled with items necessary for the care of infants and young children. Capacity is 11.

## RATE AND FEE SCHEDULE

Times shown for rates indicate minimum rental period. Additional time may be prorated at the discretion of First Parish.

**Sanctuary**..... \$350 / 4 hrs  
Organ Fee ..... \$150 / event  
Piano Fee. .... \$50 / event

**Parish Hall**..... \$350 / 4 hrs  
Piano Fee ..... \$50 / event  
Sound System (if available) ..... \$75 / hour  
Stage (if available) ..... \$100 / event

**Pantry** ..... \$150 / 4 hrs

**Conference Room** ..... \$50 / 2 hrs

**Parlor**..... \$150 / 2 hrs

**Classroom # 1** (youth room) ..... \$50 / 2 hrs

**Classroom # 2** (music room) ..... \$50 / 2 hrs

**Classroom # 4** (nursery) ..... \$50 / 2 hrs

### ADDITIONAL FEES

**Event Facilitator** (required) .....\$25 / hr

**Dumpster Fee** .....\$50 / event

**Television and VCR / DVD**.....\$25 / event

**Labor for additional set-up  
or break-down (if available)** .....\$50 / hr

**Damage deposit**..... varies with rental cost

Call the Parish Office at 781-444-0823 to inquire about availability and obtain a copy of First Parish's *Policy Governing External Rentals* and a reservation form. Reservations are not secure until the completed, signed Rental Form, 50% of the total rental fee, and the security deposit have been received and acknowledged by the First Parish Administrator.

Members of First Parish may qualify for discounts. Public events benefiting the community may also receive a discount.

Updated 5/09



### *Why plan your event at First Parish?*

- First Parish welcomes mixed religious services and we celebrate the presence and participation of gay, lesbian, bisexual, and transgender persons
- Our beautifully renovated and rebuilt space opened in the fall of 2008 to rave reviews
- The Sanctuary and Parish Hall offer an ideal pairing for your wedding and reception
- Our facilities offer:
  - A variety of rooms and configurations to fit the needs of your event
  - One of the best dance floors in Metrowest
  - A clean, new pantry for staging meals supplied by either you or your caterer
  - Childcare facilities
- You are welcome to enjoy champagne, wine, and beer in moderation, as long as appealing alternatives are also available
- Conveniently located just off the square in Needham with easy access from I-95/128
- Abundant weekend and evening parking

### *Key terms and conditions*

All events must be in keeping with the policies and principles of First Parish. All Renters must read and agree to comply with First Parish's *Policy Governing External Rentals*. All one-time rental events must be supervised by a First Parish-appointed Event Facilitator.

## Facilities Rentals at First Parish in Needham Unitarian Universalist



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