

The Workshop of the Woman's Club of Newton Highlands

72 Columbus Street, Newton Highlands, MA 02461

REQUEST FOR USE OF THE FACILITY

NAME _____ EMAIL _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____

DATE OF APPLICATION _____ EVENT DESCRIPTION _____

DATE OF USE _____ START & END TIME _____

NUMBER OF PEOPLE _____ (The maximum set by the Fire Department is 60 people seated with tables and chairs, and 91 people auditorium style.)

PLEASE READ THE FOLLOWING BEFORE SIGNING:

I hereby request use of the facility as stated above and assume the responsibility to see that the following requirements are met:

1. **The property and contents are treated in a respectful manner. Any damages will be repaired or replaced by the undersigned, or the organization that I represent.**
2. **No Smoking will take place in the building.**
3. **No Alcoholic Beverages will be consumed on the property, unless a 1 day permit procured at Newton City Hall, and written affirmation from your insurance company of personal coverage accompanies your application.**
4. **No Tape, Tacks, or Adhesive Materials will be used on the walls.**
5. **Please do not close the curtains. Shades are provided for you to lower if needed. Exits may not be blocked. Return all tables and chairs to the way they were set up.**
6. **Evening affairs must end by 10 pm. Music may be brought in and played at a reasonable decibel, with no D J's or amplifiers. We are in a neighborhood and wish to keep good relationships with those around us.**

Carry In/Carry Out:

- * **Trash barrel lined with a trash bag, by the kitchen door, will be provided. Upon leaving take trash bag with you.**
 - * **All trash and other items, i.e. helium or propane tanks, popcorn machines, etc, will be removed from the premises upon leaving.**
 - * **If kitchen was used, wipe stove, refrigerator, and counter tops. Check that stove burners are OFF.**
 - * **Lower the heat to 55 degrees, or raise the air conditioning to 80 degrees (Summer only).**
- Please DO NOT SHUT THERMOSTAT OFF**

I agree to a Workshop donation of **\$125** x number of hours _____ = \$ _____ for use of the main hall.

I agree to a Workshop flat fee donation of **\$50** for use of the kitchen. Main Hall _____ & Kitchen = \$ _____.

Use of the building from Friday evening to Sunday night is for a minimum of 3 hours.

I understand that I, personally, or the organization that I represent, will be jointly and severally liable for any damages to the property resulting from the workshop allowing for use the workshop. In addition, I, or my organization, understand that the workshop is not responsible for injury to any members or guests or to property of the members or guests resulting from the use of the workshop, and agree to indemnify the workshop for the same. I fully understand that if the above requirements are not met, I, or the organization that I represent, will not be allowed use of the workshop in the future.

SIGNED _____ TITLE/POSITION _____

DATE _____ ORGANIZATION _____

Please tell us how you learned about the Workshop of the Woman's Club _____

The building is **HANDICAP ACCESSIBLE**, with an outdoor ramp, 2 automatic door openers, and 2 restrooms. The building, 38'x43' (approximately), is heated. Air conditioning was added in 2005. The kitchen is equipped with new appliances: stove, refrigerator, dishwasher, trash compactor, and recycle bin. There is a new piano, which is available for musical events. The acoustics are excellent!

Contact us at newtonwomansclub@gmail.com

To reserve a date and time, or to view the building before deciding upon its use. When you have chosen to use the facility, please follow the directions below:

Make the check out to: Workshop of the Woman's Club

Mail the application with the check to:

**Barbara Chandra
135 Selwyn Road
Newton, MA 02461**

If you would like Louis to set up/clean up before and after your event, please send a separate check to him for the amount of \$65.

Key Code: _____ (given upon receipt of donation, before date of occupancy)

A lock box with the key inside is attached to the **RIGHT** of the inner porch door. Directions for retrieving the key are taped above the lock box. The key can unlock the door with the key attached to the cover. Return the cover to the box **IMMEDIATELY** after opening the door. **DO NOT TAKE THE KEY INTO THE CLUB.**

Please make a copy of these 2 pages to bring with you, as you will need them for your cleanup check list.

Instructions:

Lighting:

Upon entering, light switch is along the wall on your right.

In the kitchen, light switch is on your right. Other light switch is to the left of the back sink.

Kitchen: For front half of grand hall, light switches are behind kitchen door.

For back of grand hall, light switches are along far wall to left of bathrooms.

For ceiling fans, round switch is behind kitchen door above light switches.

Heating/Air Conditioning:

Thermostat is on far wall between bathrooms.

Upon leaving please use this as a check list to make sure all Lights are off and Thermostat is:

October –May, ON HEAT, but turned down to 55 degrees

June – September ON AIR CONDITIONING, but turned up to 80 degrees

The WORKSHOP at 72 Columbus Street, Newton Highlands, MA, 02461, is wholly owned by the Woman's Club of Newton Highlands, a non-profit organization for charitable and social purposes. It was built in 1927 when Mr. Seward Jones, a benefactor and father of members Marguerite and Mabel, donated the land at its present location and the Workshop was built.

Revised 1/15/19