



TOWN OF WESTON

Office of Town Manager/Board of Selectmen

11 Town House Road, Post Office Box 378, Weston, MA 02493

Tel: (781) 786-5020

Fax: (781) 786-5029

Email: townmanager@westonma.gov

Town website: www.weston.org

APPLICATION FOR USE OF TOWN HALL (No booking will be made until this form is completed and returned.) See reverse for schedule of fees. Attach additional pages if spaces below are insufficient.

1. Full name of organization _____
2. Description of proposed activities _____
3. Room/building requested _____
4. Day(s) & date(s) of event _____
5. Times of event _____ AM/PM to _____ AM/PM
 What time will access to facility be required? _____
 What time will facility be vacated? _____
6. May any/all residents of Weston attend? _____ If not, who may attend? _____
7. Is admission being charged? _____ If so, how much? _____
8. Are funds being raised? _____ If so, for what purpose? _____
9. Are decorations, etc. planned? _____ Describe _____
 When will it be done? _____
10. Will piano be used? _____ If so, by whom? _____
11. Will refreshments be served? _____ Describe _____
 Is there to be a caterer? _____ Name _____ Phone _____
12. Will stage in auditorium be used? _____ What special equipment will be provided by organization for this engagement? _____

 Who will be responsible for these arrangements? _____
 Cell Phone _____ Email _____ Date equipment delivered to Town Hall? _____
13. Will Lighting/Sound Technician, special equipment, podium or seating arrangements be required? _____

14. Will any of the following be needed (please check): Projector _____ Laptop (for projector) _____ Microphone _____ Internet Access _____

I have read the regulations and will be personally responsible for their observance. I agree to arrange for payment of the determined custodial and/or building monitor's hours for this event. If Police and/or Fire details are required, I will make arrangements with the Weston Police Department at (781) 786-6201 and Fire Department at (781) 786-6101. If the event involves a caterer or the sale or serving of food, I will contact the Weston Board of Health at (781) 786-5030.

NAME: (Please type or print) _____ Phone: _____ (Cell) _____ (Home) _____

ADDRESS: _____

EMAIL: _____

SEND BILL TO: _____

ADDRESS: _____

Payment of all charges is due within ten (10) days of issuance of bill

FINAL APPROVAL BY: _____ DATE: _____

Town Manager or Designee

PLEASE: Arrange to meet with the Custodian at (781)-786-5006 or email corcoran.g@westonma.gov) in advance of the date of your event to explain what your needs will be. Please feel free to communicate with us prior to or after your use of the facilities if you encounter problems or have any comments or questions.

Fees – Town Staff (subject to change):

- ✓ **Custodian:** \$46.09 per hour, three-hour minimum (required for all functions and other times as may be determined by the Town Manager).
- ✓ **Facilities Coordinator:** \$59.35 per hour, three-hour minimum (required for all functions when Custodian is unavailable and other times as may be determined by the Town Manager).
- ✓ **Building Monitors:** \$14.78 per hour (required for times as may be determined by the Town Manager).
- ✓ **Police Detail:** Contact Weston Police Department **(781) 786-6201** for per hour fee.
- ✓ **Fire Detail:** Contact Weston Fire Department **(781) 786-6101** for per hour fee.