



WALTHAM
MASSACHUSETTS
"The Watch City"

CITY APPROVAL SIGN OFF (OFFICE USE ONLY)

Waltham Police Chief

Date

Waltham Fire Chief

Date

Application – Use of Auditorium

***PAYMENTS ARE DUE THE DAY OF THE EVENT, CHECK OR MONEY ORDER ONLY
MADE OUT TO CITY OF WALTHAM***

Date of Event: _____ Time of Event: _____

(Please note: Weekday/evening events (M-F) are free of charge. Weekend events are based on hourly rate of available custodian, weekend events have a minimum charge of 4 hours).

Name of Group: _____

Event Type: (check all that apply)

- ☐ Meeting
- ☐ Musical Performance/band practice space
- ☐ Social Gathering / Club
- ☐ Other

Please explain: _____

If meeting, please provide all dates: _____

Number of persons attending: _____

Room Set Up: _____

A podium and microphone can be provided upon request, please note, you must supply 2 AA batteries for use of the microphone.

We do not provide any type of AV equipment, cords or any type of hook ups

Applicant Contact Information:

Name: _____

Phone Number: _____

Email Address: _____