

Nathaniel Allen Center Rental Guidelines

Rental Hours

- Cultural event rental periods require a minimum of 30 minutes before and after the event for set up and clean up.
- Social event rental periods require a minimum of 60 minutes before and after the event for set up and clean up.
- The building is not available prior to 8 am.
- All events must end by 10 pm, clean up must be complete by 11 pm.

Parking

Onsite:

- There is limited onsite parking available on the Cherry Street side of the property, maximum capacity of 26 cars.
- The driveway on Webster Street is a fire lane and is exclusively drop-off only (with the exception of the single handicapped-accessible parking space).
- There are 8 additional parking spots in the lower lot accessible from Columbus Place that are reserved for NCA staff, catering vehicles, and artists/presenters for the event. Use of this lot MUST be approved by NCA staff in advance.

Other Parking:

- There is a municipal parking lot available between Cherry St. and Elm St. Please note the time restrictions and hourly rates. Event attendees are solely responsible for adhering to city parking regulations.
- Events on weekday evenings and weekends may use the Family Access parking lot, on the corner of Webster St and Waltham St.
- There is a municipal parking lot available on Waltham St. Please note the time restrictions and hourly rates. Event attendees are solely responsible for adhering to city parking regulations.
- On-street parking (both metered and unmetered) is available on many of the surrounding streets. Please note the applicable time restrictions, residential parking restrictions, and hourly rates. Event attendees are solely responsible for adhering to city parking regulations.

Accessibility

The Allen Center has two main points of entry, which are both handicapped accessible. The Cherry Street parking lot has a designated handicapped parking spot and flat entry into the main lobby from the adjacent patio. The Webster Street drop off zone has a designated handicapped parking spot and ramp entry into the main lobby. There is an elevator, which provides access to the barn level (Great Hall, Historic Classroom, and Main Lobby), the house level (Recital Hall, Parlors, accessible family restroom, Upper Catering Kitchen), and the lower level (Gallery, Green Room, Lower Catering Kitchen, and restrooms).

Equipment Available Onsite:

- Sound system in the Great Hall
- A variety of tables and chairs for up to 100 people in the Great Hall and 40 people in the Recital Hall
- 65" TV monitor on rolling cart with HDMI cable
 - *To be sure your technology functions well the day of your event, if you require the use of the TV and HDMI cable or other technology, please arrange a time with us to test your laptop and presentation ahead of your event.*
- 20 music stands
- Steinway Model A piano in the Great Hall (tuning available for additional fee with ample notice)
- Steinway Model M piano in the Recital Hall (tuning available for additional fee with ample notice)
- Tables and chairs for groups up to 11 people in the Parlors
- Outdoor tables with umbrellas and chairs on the Patio
- Free public Wi-Fi

Kitchen and Catering

The Allen Center has two catering kitchens available for use by approved caterers and organizations. Both include access to refrigeration, oven, microwave, sinks, prep space, and serving window.

****NOTE:** Beer, wine and liquor are permitted if a proper liquor license is obtained from the City of Newton (For more information visit [City of Newton's Licensing Commission](#)). Renter is responsible for obtaining the liquor license and must provide proof of approval to NCA staff prior to the start of their event.

HVAC System

The Allen Center features a geothermal HVAC and a fresh air ventilation system. The geothermal system uses the naturally-occurring temperature differences between the air inside the building, the air outside, and the sub-surface earth to provide state-of-the-art air circulation, air conditioning, and heat from a renewable and sustainable resource. Tours of the building with explanations of the geothermal systems at work are available by appointment. Email operations@newtonculture.org to inquire.

Other Important Guidelines:

- A Newton Cultural Alliance staff member will be present at all times during your event.
- A Newton Police Officer must be on duty during an event when 100+ people are expected. The renter is responsible for this cost.
- No signs may be taped to the walls of the premises, interior or exterior, except with prior permission.
- No nails, tacks, pushpins or other materials may be used on walls, interior or exterior.
- No animals are allowed inside the building with the exception of service dogs.
- The Allen Center property is bordered by residential properties. We aim to keep our relationship with our neighbors as positive and as unobtrusive as possible. We ask that all renters, audience members, and guests are mindful of that fact and ensure that no driveways are blocked, no properties are trespassed upon, and that noise levels outside of the building are kept at a reasonable level. NCA reserves the right to end any event early if valid complaints from the neighbors are received.