

**TOWN OF PLAINFIELD, N.H.**  
 PO Box 380  
 Meriden, N.H. 03770  
 Tel: (603) 469-3201  
 Email: Plainfield.ta@plainfieldnh.org

**PLAINFIELD TOWN HALL RENTAL APPLICATION**

Today's Date: \_\_\_\_\_

Name of Group:
----------------

Event:
--------

Contact Person:	Phone Number:
-----------------	---------------

Address:	City/State/Zip
----------	----------------

Date(s) of event (Date(s) and day(s) of week)	Start Time	End Time
---	------------	----------

Approximate number of people attending event:
---

Are you requesting permission to use/provide/serve/allow:

- Alcoholic beverages
- Food
- Entertainment (band, music, theater, other)

Please explain \_\_\_\_\_

Are you requesting permission to use the stage area?  Yes  No  
 For what purpose: \_\_\_\_\_  
 (use additional sheet if necessary)

Rental Fee per attached schedule	\$	Date Pd:
Kitchen Use	\$	Date Pd:
Deposit (Separate Check)	\$	Date Pd:
<b>TOTAL DUE</b>	<b>\$</b>	<b>Date Pd:</b>

Plainfield Town Hall Rental Application (Continued)

Certificate of Insurance required     Yes     No  
Police officer required                 Yes     No  
State alcohol permit required         Yes     No

I acknowledge that I have read the **Town of Plainfield's Town Hall Rental Policy** attached to this agreement and I understand and agree to its terms. I also acknowledge the importance and value of the Maxfield Parrish Stage Set and will take responsibility for any damages to said stage set.

---

Signature of Person taking responsibility for the building

If there is a maintenance problem with the building during an event contact:

Stephen Halleran @ 469-3201 or 675-9974

***In the event of an emergency, there is a phone in the kitchen of the hall. Toll calls are not allowed. Emergency services may be reached by dialing 911.***

**Office Use:**

	Date	Initials
Application Approved		
Entered on Calendar		
Police Notified		
Fee Paid Amount \$_____		
Deposit Paid Amount \$_____		
Deposit Refunded Amount \$_____		