

Town Office Hours: Monday through Friday 8:00 a.m. to 4:00 p.m.

RENTAL POLICY FOR THE PLAINFIELD TOWN HALL

RENTAL RATES

Renter	Function	Rental Fee	Deposit	Other
Plainfield Non-Profit Organizations	Any	no rental fee***	\$50.00* (May request waiver depending on event)	
Town, County, and State Government including village districts, town board, libraries and schools	Any	No rental fee***	None	
Non-Plainfield Non-Profit Organization or Event	(1) Any	\$100.00/day	\$250.00*	More than 50% of membership Plainfield residents
	(2) Any	\$300.00/day	\$250.00*	Less than 50% of membership Plainfield residents
Meetings - less than 30 people	General - No use of stage or kitchen area	\$50.00 per hour	None	
Plainfield Group	Theatrical Production	\$100/play for two performances \$25 for each additional performance \$15.00 for each rehearsal	\$250.00*	
Non-Plainfield Group	Theatrical Production	----- \$300/play for two performances \$50 for each additional performance \$30.00 for each rehearsal	\$500.00*	
Plainfield Resident	Private Function	\$100.00/day	\$250.00*	
Non-Resident	Private Function	\$300.00/day	\$250.00*	
Full Kitchen Use	Any private or non-resident function	\$40.00/day in addition to above fee**	None	Use of equipment, food preparation, food service, etc.

* Security deposit will be returned if the town hall is left clean and all rules and regulations are adhered to. Twenty percent (20%) of the security deposit may be withheld if town hall rules and regulations are not followed whether or not there is damage.

** This fee is effective after the kitchen renovation is complete.

*** Any organization that is permitted the use of the building without charge will be billed for any cleaning charges if the hall is not left clean at the end of the rental.

RENTAL RATES - Continued

All rental fees and security deposits must be paid in advance at the time the key to the hall is picked up. The key to the hall must be returned no later than the time of the final inspection.

Groups needing to "set up" for an event may enter the hall the day before the event providing that no group has rented the hall for that day.

DEPOSITS

Immediately following the rental, the hall will be inspected by the Selectmen/designee. Upon a final and complete inspection, if the hall is found to be clean and in satisfactory condition, without damage, the security deposit will be refunded.

The party renting the hall will be responsible for any damages caused to the hall during set up, running, and clean up of the scheduled event. In the event of damage, repair costs will be deducted from the security deposit. If the repair costs exceed the security deposit, the renter will be responsible for any and all costs and will be invoiced for the outstanding balance. Repairs must be contracted for by the town. Twenty percent (20%) of the security deposit may be withheld if town hall rules are not followed whether or not there is damage.

RENTAL ARRANGEMENTS

Arrangements to rent the hall shall be made at least one week in advance. Reservations for dates are made through the Plainfield Town Office.

To insure that the hall is available to a wide variety of interests, no one renter or event can be guaranteed both Saturday and Sunday rentals for more than two consecutive weekends in a given month. If no other rental requests are received by the week in advance deadline, the day(s) in question is then available to the previously denied group.

Fees paid for canceled events are refundable only at the discretion of the Board of Selectmen.

INSURANCE

The Board of Selectmen/designee may require proof of general liability insurance. (Certificate of Insurance).

POLICE SUPERVISION

The Plainfield Police Department may, at their discretion, require that a police officer be on duty at the hall during an event. In this case, the cost of the officer will be paid in advance by the person(s) renting the hall.

HALL CAPACITY - The capacity of the Plainfield Town Hall is 170 persons.

ALCOHOLIC BEVERAGES AND SMOKING

Alcoholic beverages are permitted only with permission of the Board of Selectmen/designee. If alcohol is to be sold, a temporary permit **MUST** be obtained from the NH State Liquor Commission at 1-603-271-3755.

Per State law, smoking is **NOT** permitted in the Plainfield Town Hall.

USE REGULATIONS

1. The clean-up of the hall, in all cases, will be the sole responsibility of the party signing the rental agreement. The clean-up must be completed within 24 hours of the conclusion of the event or before the next rental, whichever comes first. Cleanup includes: sweeping all floors (broom, sweeping compound, and dustpan provided), cleaning of all bathroom facilities (cleaner, sponges, brushes provided), removal of all trash and debris (trash bags, paper towels, toilet tissue provided), chairs returned to racks, shaking entry rugs, sweeping porch, stairs, and ramp, wiping down all tables and counters, washing floors as necessary with oil soap (stage floor is never to be washed).
2. At no time, except when the user is present, are the doors to be left unlocked, windows open, or key to the hall left.
3. No signs, notices, streamers, posters, decorations, or other items of any form or kind are to be attached to the wall, doors, woodwork, floors, shades, ceiling, light fixtures, or windows. **The use of tape, tacks, nails, screws, or other similar items is not permitted.** Please ask about alternatives that are available for the use of decorations.
4. No painting or construction work is to be done in the building.
5. No candle or open flames are permitted in the town hall.
6. Fire regulations require that exit stairs be kept clear, exit lights lit, and outside lights on at night. Doorway to the back exit may not be closed off by curtains or other materials per order of the Fire Marshall.
7. Carry, do not drag furniture across the floors. Protect the floor from standing water. The floors have been refinished and due to their age, cannot be sanded again.
8. Nothing shall be stored on the stage area.
9. Adult supervision is required at all times

THE STAGE AND STAGE SET REGULATIONS

This unique, one-of-a-kind, art treasure was designed by American artist and Illustrator Maxfield Parrish in 1916. Parrish was a resident of Plainfield for 68 years.

The stage set is very important because it was designed by a famous artist, it depicts a local scene (Mt. Ascutney) rather than being stock scenery, and because few stage sets exist from that era - still intact with original rigging and lighting and in the same place for which it was designed. A stage set this old, in such good condition is a rarity. It also is the only Parrish work left in Plainfield, and as such draws considerable attention to the town.

In 1993, the Plainfield Historical Society raised \$25,000 to have the stage set repaired and cleaned. They also have replaced the light dimmer equipment and the theater curtain and installed window shades. The town hall, itself, was renovated in 1995 and painted at a considerable cost to Plainfield taxpayers.

Please help us continue to care for and preserve the stage set and our 200-year-old building.

1. The stage area is for performance or stage appropriate activities only. The stage area may be used only with permission and proper instruction. **Food and drink are not allowed on the stage.** (The paint used on the stage set is water soluble.)
The stage lights are for use with stage appropriate activities. Do not turn on the stage lights unless the footlight covers are open. Stage light and dimmer controls are the property of the Plainfield Historical Society and instructions for use are available from the Maxfield Parrish Stage Set Committee.
2. Photography of the Maxfield Parrish Stage Set is not permitted unless permission is given by the town. Photos of the set may not be published or used for commercial gain without permission of the town. A copy of the Photograph Policy can be obtained from the town office.
3. Museum posts and rope shall be set up across the stage when the stage is not in use.
4. The stage scenery shall not be moved, nor shall the rigging be touched. Nothing is to be hung from original lights or rigging. All stage design must be approved in advance, in the interest of protecting the Maxfield Parrish Stage Set. (For theater groups, please see separate guidelines for more thorough explanation.)
5. Shades on the windows in the stage area shall remain lowered to protect the stage set from damaging sunlight. Theater curtain shall be left closed in the winter, whenever possible.

OTHER

To protect the community's investment in the Plainfield Town Hall and the Maxfield Parrish Stage Set, the selectmen expressly reserve the right to approve or disapprove all rental applications for the hall.

Policy originally adopted March 25, 1992.

Revised May 16, 1996

Last revised December 1st, 1999

Effective January 1st, 2000

Plainfield Board of Selectmen