

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

PLAINFIELD VILLAGE TOWN HALL RENTAL APPLICATION

Today's Date: _____

Name of Group: _____

Event: _____

Contact Person: _____

Phone Number: _____

Email: _____

Address: _____

City/State/Zip _____

Day & Date(s) of week of Event

Start Time
(please include time for set-up)

End Time
(please include time for clean-up)

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 _____

STAGE AREA

Are you requesting permission to use the stage area ☐ Yes ☐ No

For what purpose: _____

(Please use additional sheet if necessary)

Rental Fee Attached & Schedule

| | | |
|--------------------------|----|------------|
| Main Hall Only | \$ | Date Paid: |
| Main Hall & Stage Area | \$ | Date Paid: |
| Deposit (Separate Check) | \$ | Date Paid: |
| TOTAL DUE | \$ | Date Paid: |

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 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. I understand that the deposit will be withheld until above criteria is met.

Signature of Person taking responsibility for the building

Date

Contact info _____

Office Use:

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

For customers information and take away:

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

i.e. clogged toilets, heat, water etc.

please contact:

Brad Atwater, Facility Manager at (603) 675-2121

Stephen Halleran, Town Administrator at (603) 469-3201 or (603) 675-9974

Plainfield Town Office (603) 469-3201

For non-maintenance issues, i.e. Stage lights, Policy questions, Cleaning and Trash removal etc.

Please contact a Committee Member at email: pthc@plainfieldnh.org

Plainfield Police – (603) 643-2222 for non-emergency

WiFi is available log on – Town Hall Password - mparrish

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**.

The Plainfield Village Town Hall

1079 Route 12-A, Plainfield, NH 03781

(603) 675-2128 phone located in kitchen.