

Plymouth Memorial Hall Procedures for Rentals

Pre-Booking:

- Phone Interview and Facility Tour
- Meet with Hall Director to understand how Rentals work
- Discuss Dates and Rental Rates
- Agree upon a date

Documentation and Deposits Required:

- Event Application with \$250 deposit
- Contract provided once deposit and application have been received
- Liability Insurance
 - It will be necessary to provide evidence of General Liability Insurance: At least \$1,000,000 Bodily Injury and Property Damage Liability per occurrences/\$2,000,000 aggregate with the Town as “Additional Insured.” (3,000,000 in total required)
 - Liquor Liability of at least \$1,000,000 each occurrence/\$1,000,000 aggregate with the Town named as an “Additional Insured”. (This coverage should only be required when there will be liquor served on the premises.)

• **Licensing**

- Board of Health:
 - Outside vendors require a Caterer’s license or a one day permit. All require ServSafe Certificate along with Allergy Awareness Certificate, along with a copy of business license.
 - Catering Licenses are \$150
 - One Day license \$25
 - Applications can be found on the Town of Plymouth website under Health Department or call the BOH at 508-747-1620 x118
- Liquor License:
 - Renters handle a liquor license directly the cost is \$30 and can be filed with the Board of Selectman’s office. The license application is required 30 days prior to your event date.
 - Forms are available online via the Town of Plymouth Website under Board of Selectman
 - In addition to the license there is a 20% house charge that is required of all rentals
 - Renters are not allowed to handle liquor distribution on their own they must meet the requirements by the State of Massachusetts
 - Proper TIPS certifications are required

- **Crowd Control**

- Renters agrees to provide Certified Crowd Control Managers per Mass. State Law 1 for every 250 people) Visit <http://www.mass.gov/eopss/agencies/dfs/crowd-manager-regulations-and-training-prog.html> for training and certification needs.

- **Detail Requirements**

- Police Details are required for ALL events
 - The Renters are responsible to order their detail by calling the Police Station at 508-830-4218 and speaking to the records department.
 - Proof of payment or scheduled time is required one week before your event date.
 - Failure to have a Police Detail can result in your event being cancelled
- Fire Details are required for ALL events that do not meet the crowd manager certification minimums as set by the State of Massachusetts
 - If a renter decides to not gain their certification then they are required to have a Fire Detail at their event
 - To schedule Fire Detail call the Fire Department at 508-830-4213
 - Crowd Certifications or Fire Detail confirmation is required before your event, failure to comply results in the cancellation of your event

- **Marketing**

- Renters are responsible for Marketing their own event
- Marketing material produced should be shared with the Hall Management, at least one flyer is required for informational purposes
- Ticket links and other materials for show/event promotion must be given to Hall Management at the time of creation
- As part of our Marketing plan we provide 1 listing to our website, social media event listing, use of our banner tripod if a banner is produced by you and a free press release sent to local media outlets.
- Sponsorship banners can be hung from the railings inside of the Main Auditorium
- Car sponsors are NOT allowed to display a vehicle, this is strictly prohibited from Memorial Hall grounds

- **Cancellation**

- At any point in time Memorial Hall can terminate the contract with the Renter. Termination and cancellation of the contract can come from a variety of reasons ranging from damage of the facility, not meeting facility expectations, rules, or regulations.
- If/when Memorial Hall decides to terminate the contract with the Renter, no refund of any amount paid will be issued or returned.

Facility Rules and Regulations

- Smoking is prohibited in the facility and within 25 feet of Town Property
- The use of Pyrotechnics is **NOT** allowed during events
- The use of Haze or other smoke machines is **NOT** allowed during events
- Alcohol licenses must be filed and approved by the board of selectman within 30 days of your event. Alcohol cannot be brought in by the Renters. All Alcohol must be through a certified and licensed bar service provider.
- Glass bottles are **NOT** allowed
- Only prepackaged food can be sold without obtaining a health permit. The following food items are prohibited: cotton candy, ice cream, snow cones and peanut shells.
- Fire exits will be announced before the start of all functions
- The only parking facility authorized for use is the one directly behind memorial hall. St. Peter's church is **NOT** to be used unless you have received permission from the church. Be advised that the meters in the rear parking lot are in effect seven days a week. Rental fees do not cover the cost of parking meters.
- Open flames from candles or other devices are **NOT** allowed
- In the event the fire alarm goes off during a performance all music is to be turned off and the house lights turned on. Evacuation instructions are to be given over the speaker system.
- Security or ushers for your event must be provided by your organization/group the hall is not responsible to provide ushers and or security unless it is indicated in this contractual agreement. All security must meet with Hall Management prior to event start.
- For entrance into the hall it is suggested that security performs a search, pat and frisk of all incoming attendees
- 30 days notice is required for cancellation of an event. Any notice received before 30 days is entitled to a full refund. Any notice received after 30 days is NOT entitled to a full refund